

Internal Referral Bonus Payment Confirmation

Date: [Insert Date]

Dear [Employee Name],

We are pleased to inform you that your referral of [Referee's Name] for the position of [Job Title] has been successful. As a result, you are eligible for an internal referral bonus of [Amount].

Your bonus will be processed and included in your next paycheck, which will be issued on [Pay Date].

Thank you for your continued contributions to our team and for helping us find talented individuals to join our workforce.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]