

Internal Referral Bonus Request

Date: [Insert Date]

To: [HR/Manager's Name]

From: [Your Name]

Subject: Referral Bonus Request for [Candidate's Name]

Dear [HR/Manager's Name],

I hope this message finds you well. I am writing to formally request the internal referral bonus for my referral, [Candidate's Name], who has successfully joined the company as a [Position Title] on [Start Date].

[Candidate's Name] has [briefly describe candidate's qualifications or experience relevant to the position]. I am confident they will be a valuable addition to our team.

As per the company's referral program, I would like to initiate the process for the referral bonus. Please let me know if you require any further information or documentation to process this request.

Thank you for your attention to this matter. I appreciate your support!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]