

Referral Incentives and Bonuses Program

Dear [Employee's Name],

We are excited to announce our Referral Incentives and Bonuses Program designed to reward you for bringing talented individuals to our team. Your network and recommendations are invaluable to our growth and success.

Program Details:

- Refer a candidate for an open position at [Company Name].
- If your referral is hired and completes [x] months of employment, you will receive a bonus of [amount].
- Additional bonuses may apply for referrals in hard-to-fill positions.

To participate, simply submit the candidate's resume and cover letter to [HR Contact/Email]. Be sure to include your name as the referrer.

Thank you for your continued contribution to [Company Name]. We look forward to your referrals!

Best regards,
[Your Name]
[Your Job Title]
[Company Name]