

Referral Incentive Program Announcement

Dear [Employee's Name],

We are excited to announce the launch of our new Referral Incentive Program! This initiative aims to reward you for helping us find exceptional talent to join our team.

Starting from [Start Date], you will have the opportunity to earn [describe incentive, e.g., cash bonuses, gift cards, extra vacation days] for every successful referral who is hired and remains with us for [specify time period].

To participate, simply submit the name and contact information of your referral to the HR department via [method of submission, e.g., email, internal portal]. Ensure that your referral mentions your name during the application process.

We appreciate your support in helping us grow our team with talented individuals. Thank you for being a valuable part of our organization!

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