

You're Invited to Participate in Our Employee Referral Program!

Dear Team,

We are excited to announce the launch of our Employee Referral Program! We believe that our best hires come from the recommendations of our current team members.

If you know someone who would be a great fit for our company, we encourage you to refer them for open positions. Not only will you help us find top talent, but you will also have the chance to earn a referral bonus if your candidate is hired!

Program Details:

- Eligible positions: All open positions listed on our careers page
- Referral bonus: \$1,000 payable after 90 days of employment
- How to refer: Complete the referral form on our intranet

We value your input and are excited to build a team of exceptional individuals together. Let's work together to find our next great colleague!

Thank you for your support!

Sincerely,

[Your Name]

[Your Position]