

Invitation to Participate in Employee Referral Program

Dear [Department Head's Name],

We are excited to announce the launch of our Employee Referral Program, aimed at encouraging all departments to attract top talent to our organization. Your leadership and expertise in [Department Name] make you a key participant in this initiative.

As a department head, your insights on the skills and experiences that would complement your team are invaluable. We invite you to actively participate in the program by referring qualified candidates from your network.

To facilitate the process, we will provide you with detailed guidelines and incentive structures outlined in the attached document.

Let's work together to bring in the best talent! If you have any questions or need further information, please do not hesitate to contact me.

Thank you for your support!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]