

Invitation to Participate in Employee Referral Program

Dear Team Leads,

We are excited to announce the launch of our Employee Referral Program, and we would like to invite you to participate in this initiative.

Your insight and knowledge of our company culture make you a vital part of helping us attract top talent. By referring qualified candidates, you can play a significant role in enriching our team.

For every successful referral that leads to a hire, you will be eligible for a special reward as a token of our appreciation.

Please review the attached guidelines for referring candidates and feel free to reach out if you have any questions.

Thank you for your continued support in building a great team!

Best regards,

[Your Name]

[Your Position]

[Company Name]