

Letter of Recruitment Policy Revisions

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Revision of Recruitment Policy to Support Employee Referral Programs

Dear [Employee Name],

We are pleased to inform you that our company is revising the recruitment policy to enhance our employee referral program. As we strive to build a strong workforce, we recognize the invaluable insights and recommendations that our employees can contribute.

Effective [Insert Effective Date], the following changes will be implemented:

- **Increased Referral Bonus:** The referral bonus for successful hires will be increased from [previous amount] to [new amount].
- **Referral Program Transparency:** Full updates regarding the status of referred candidates will be communicated to referring employees.
- **Bonuses for Multiple Referrals:** Employees are encouraged to refer multiple candidates and can earn bonus incentives for each successful referral beyond their first one.

We believe these revisions will not only incentivize employee participation but also strengthen our talent acquisition efforts. Your support in referring qualified candidates is greatly appreciated.

Thank you for your continued commitment to our company's success.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]