

# Announcement: Employee Referral Bonus Program

Dear Team,

We are excited to announce the launch of our new **Employee Referral Bonus Program**. We believe that our own employees are the best ambassadors for our company culture and values, and we want to reward you for helping us grow our team with top talent.

## How it Works

If you know someone who would be a great fit for any of our open positions, simply refer them to the HR department. If your referral is hired and successfully completes their introductory period, you will receive a referral bonus.

## The Reward

- **Bonus Amount:** [Insert Amount, e.g., \$500]
- **Payment Timing:** [Insert Timing, e.g., After the new hire completes 90 days of employment]

## Program Guidelines

- All current full-time and part-time employees are eligible to participate.
- The referral must be submitted via [Insert Method, e.g., Online Form/Email to HR] before the candidate applies.
- There is no limit to the number of referrals you can make.
- Candidates must not have previously applied to the company within the last [Insert Timeframe, e.g., 6 months].

You can find a list of our current job openings at: [\[Insert Link Text\]](#)

Thank you for your continued hard work and for helping us build a great team.

Best regards,

[Your Name/HR Department]  
[Company Name]