

[Date]

[Referrer's Name]
[Referrer's Job Title]
[Department]

Subject: Referral Update - [Candidate Name]

Dear [Referrer's Name],

I am pleased to inform you that we have officially hired [Candidate Name] for the position of [Job Title] in the [Department] department. Their start date is scheduled for [Start Date].

Thank you for recommending such a qualified candidate. Your referral has helped us find a great addition to our team. We truly value your contribution to our recruitment efforts.

Regarding the employee referral bonus, as per our company policy, you will be eligible for a payment of [Amount] after the candidate has completed [Number] months of employment. You will receive a separate notification when this payment is processed.

Thank you again for your help in growing our company.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]