

Date: [Date]

To: [Manager Name/Payroll Department]

From: [Sender Name/HR Department]

Subject: Approval for Employee Referral Bonus Payout

Dear [Payroll Contact Name],

This letter is to formally approve the payout of an employee referral bonus for the following employee:

- **Referring Employee:** [Employee Full Name]
- **Employee ID:** [ID Number]
- **Referred Candidate:** [New Hire Full Name]
- **Date of Hire:** [New Hire Start Date]
- **Referral Bonus Amount:** \$[Amount]

The referred candidate has successfully completed the required eligibility period of [Number] days of employment as per our company policy. All criteria for this bonus have been met.

Please process this payment in the next available payroll cycle. This bonus should be subject to applicable tax withholdings.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Company Name]