

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notification of Referral Bonus Payment**

Dear [Employee Name],

We are pleased to inform you that [Candidate Name], whom you referred to the position of [Job Title], has successfully completed their probationary period with [Company Name].

As per our Employee Referral Program policy, you are eligible for a referral bonus for this successful hire. A payment of [Amount] will be included in your upcoming paycheck on [Pay Date]. Please note that this amount is subject to applicable tax withholdings.

We want to thank you for recommending such a high-quality candidate to our team. Referrals from our employees continue to be one of our most effective ways to find great talent.

Congratulations, and thank you for your contribution to the growth of our company.

Best regards,

[Your Name]

[Your Title]

[Company Name]