

Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID]

Subject: Partial Payment of Employee Referral Bonus

Dear [Employee Name],

We are pleased to inform you that you have earned a partial referral bonus for recommending [Referred Candidate Name] for the position of [Job Title].

As per our company policy, the total referral bonus of \$[Total Amount] is paid in installments. This letter confirms that your first installment of \$[Installment Amount] has been processed.

Payment Details:

- Total Bonus Amount: \$[Total Amount]
- Current Disbursement: \$[Installment Amount]
- Payment Date: [Pay Date]
- Remaining Balance: \$[Remaining Amount]

The remaining balance will be paid on [Future Date/Milestone], provided that both you and the referred employee remain active members of the company at that time.

Thank you for helping us grow our team with high-quality talent.

Best regards,

[Your Name]

[Your Title]

[Company Name]