

Subject: Reminder: Earn a Bonus for Your Referrals!

Dear Team,

We are reaching out to remind you about our Employee Referral Bonus Program. We are always looking for talented individuals to join our team, and we believe our employees are the best source for finding great candidates.

Open Positions:

- [Insert Job Title 1]
- [Insert Job Title 2]
- [Insert Job Title 3]

The Reward:

If you refer a candidate who is hired and completes [Number] months of employment, you will receive a referral bonus of [Amount].

How to Refer:

Please submit your referral's resume and contact information to [Email Address/Link to Portal] and include "Referral: [Candidate Name]" in the subject line.

Thank you for helping us grow our team with top talent!

Best regards,

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