

Dear Employees,

We are pleased to announce an update to our Employee Referral Bonus Policy, effective **[Insert Date]**. We believe that our current employees are the best source for finding talented new team members who fit our company culture.

Key updates to the policy include:

- **Increased Bonus Amount:** The referral bonus has been increased to **[\$[Amount]** for successful hires.
- **Payment Schedule:** **[Percentage]**% will be paid after the new hire completes **[Number]** days, and the remaining **[Percentage]**% will be paid after **[Number]** months.
- **Eligible Positions:** The program now applies to **[all full-time positions / specific departments]**.

How to refer a candidate:

Please submit the candidate's resume and contact information to **[Department/Email Address]** or through the internal portal at **[Link]**. Ensure you mention your name as the referring employee.

For full details regarding eligibility and terms, please review the attached policy document or visit the company intranet.

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

Best regards,

[Your Name/HR Department]
[Company Name]