

[Date]

[Employee Name]

[Employee Department]

Subject: Recognition for Outstanding Employee Referral

Dear [Employee Name],

I am writing to personally thank you for referring [New Hire Name] for the [Job Title] position. We are pleased to inform you that [New Hire Name] has officially joined the team.

High-quality referrals are the best way for our company to grow, and we truly value your judgment. Your commitment to helping us find top talent demonstrates your dedication to the success of our department and the company as a whole.

As a token of our appreciation, you will receive [mention reward, e.g., a referral bonus of \$X or a gift card] in your [mention time frame, e.g., next paycheck].

Thank you again for your contribution. We look forward to your continued excellence and support.

Best regards,

[Your Name]

[Your Title]

[Company Name]