

[Company Name]

[Company Address]

[Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Annual Employee Referral Bonus Summary - [Year]

Dear [Employee Name],

On behalf of [Company Name], I would like to thank you for your continued efforts in helping us build a talented team. Your referrals play a vital role in our company's growth and success.

This letter serves as a summary of the referral bonuses you have earned during the [Year] calendar year:

- **Referral Name:** [Candidate Name 1] - **Date Hired:** [Date] - **Bonus Amount:** \$[Amount]
- **Referral Name:** [Candidate Name 2] - **Date Hired:** [Date] - **Bonus Amount:** \$[Amount]
- **Referral Name:** [Candidate Name 3] - **Date Hired:** [Date] - **Bonus Amount:** \$[Amount]

Total Referral Bonuses Paid in [Year]: \$[Total Amount]

Please note that these amounts were processed through payroll and are subject to applicable tax withholdings as per company policy. You can find the specific breakdown of these payments on your year-end pay stubs.

We appreciate your commitment to finding high-quality candidates who share our values. We look forward to your continued participation in our referral program in the coming year.

Sincerely,

[Sender Name]

[Sender Title]

[Human Resources Department]