Date: [Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Employee Referral Bonus Award

Dear [Employee Name],

Thank you for participating in our Employee Referral Program. We are pleased to inform you that your referral, [Candidate Name], has successfully completed their initial [Number] days of employment with [Company Name].

In recognition of your successful referral, you have been awarded a referral bonus of $[Amount].

This bonus will be included in your paycheck on [Pay Date]. Please note that this award is subject to standard payroll tax withholdings.

We appreciate your efforts in helping us build a strong team. Your commitment to bringing top talent to our organization is highly valued.

Congratulations and thank you for your contribution.

Best regards,

[Your Signature/Name]
[Your Title]