**Referral Program Reward Announcement Email**

| Subject: Introducing Referral Program Reward for employees of {Company X]  Dear employees,  As you know, here at [Company X], we are always looking to grow our team by hiring talented people like you. That is why we are excited to announce our referral bonus program. Refer deserving candidates and as a vote of thanks we will reward you with [mention the reward].  In order to be eligible for the referral bonus, you will need to [mention the criteria]. Let us know if you know somebody who would be the perfect fit for the available vacancies. [It would be best to mention the name of the person to be contacted for the referral.]  If you need more information about the employee referral bonus program, contact [add the concerned person’s name and contact details]. Also, do not forget to regularly keep a check on our career page for the updates on new openings.  Thank You,  [Your Name]  [Email Signature] |
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OR

| Subject: Rewards coming your way!! Refer soon..  Hi all,  You already know that our company is constantly growing and we really need talented people like you. For this process to work even better, we are here with a referral bonus program. Here is how bonuses will be given:   * For every referral you will get Rs. [X] * For every candidate who makes out to the interview stage, you will get Rs. [X] * For every selection you will get Rs. [X] * If the new hire stays for [X months/years], you will get Rs. [X]   We are looking for people who would be a great fit for the positions [mention open vacancies]. If you know anybody who would be a great fit for any of these positions and our company culture, we would be glad if you send them our way.  For every reference, you need to answer below questions:   * What is the name of the employee? * How do you know the candidate? * According to you, what position would the person be fit for? * Person’s expertise and the most valuable skills that would be helpful for our company * Reason why you think the reference would be a great fit for our company   I hope some of you would have at least one person in your network that would be a fit for our job vacancies and company culture.  Also, I would like to request everyone of you to continuously keep a check on our career page to stay updated on the open vacancies. Please do not hesitate to refer to anyone you have in your mind.  You may contact me at any time if you have questions about the referral bonus program. Thank you for the help!!!  [Your Name]  [Email Signature] |
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