

VIRTUSA FORM

HR Candidate Referral Fee Claim Form

To
The TAG Incharge
Virtusa
India/APAC/ME (strike out what is not applicable)

Please find details of my referral I referred for a position vacant and who has been selected by Virtusa Corporation. The below team member has completed three month of employment with the company

Employee Name & Code			
Department		Designation	
Reports to			
Referred Team member's Name & Employee Code			
Department		Designation	
Reports to			
Date of Joining			

Date: _____

Signature of Employee: _____



FOR OFFICIAL USE – To be filled in by Human Resources**To: Finance Department****From: HR Department**

Please arrange to issue a cheque of _____ (Specify currency) _____ as 1st Installment favouring Mr/Ms _____ towards the Referral fee for assisting Human Resources at Virtusa Corporation and _____ (specify currency) as 2nd Instalment which need be credited in the month of _____.

Date:

Approved by: Incharge – TAG

TAG Representative

FOR OFFICIAL USE - To be filled in by Finance

Cheque No _____ dated _____
amount _____ Issued to HR on _____.

Handled by Finance Representative

Authorized Signatory – Finance