Employee referral bonus program announcement sample email | Workable

**Subject line:** Introducing Employee Referral Bonus Program / Help us grow! / We are hiring! Can you help?

Hi all,

As you know, here at [*Company\_name*], we are always looking to grow our teams with talented people, just like you. That’s why, we are excited to announce our Employee Referral Bonus Program. Refer qualified candidates and as a “thank you,” we will offer you [*add specific rewards for referrers, e.g. “a discount for X”, “$ X bonus per hire” or “ an additional PTO day.”*]

In order to be eligible for the referral bonus, you need to [*add specific criteria, e.g. “be working in our company for X months” or “refer a candidate who hasn’t previously applied for a role in our company.”*]

If you know someone who you think would be a good fit for our company, let us know. [*It’s best to be clear about the employee referral process, e.g. contact the HR department via email or add candidate’s details to the company’s ATS.*]

For more details about the employee referral bonus program, don’t hesitate to contact [*add appropriate person’s name and contact details, e.g. recruiter’s name with a link to their email*]. Also, don’t forget to check our careers page [*add link*] regularly for new openings.

Thank you,

[*Your name*]

[*Signature*]