

[Company logo]

[Company Name] **Referral Bonus Program**

[Company Name] recognizes the value of referrals and is now extending our new-hire referral program to all employees in the US.

If you feel someone in your network would be a perfect fit for our company, and to be eligible for the referral bonus, an employee must submit a referral to Human Resources using the **Candidate Referral Form [link]**.

Include your name, contact information, and brief background on your connection to your referral. Be certain to reference the specific job when you email.

**If you refer a “qualified” candidate, you will receive a bonus of \_\_\_\_\_.**

**If your referral is hired, you will immediately receive \_\_\_\_\_ and if they successfully work for 6 months, we will send you an additional \_\_\_\_\_.**

To see the complete list of openings and tap into our referral program, go to \_\_\_\_\_

**Terms and conditions:**

- All [Company Name] employees, except those at vice president level and above, Human Resources personnel, and managers with hiring authority over the referred candidates, are eligible for the referral bonus and quarterly drawing.
- Your referral must not have been previously contacted by the Talent team.
- Your referral must not have applied for employment at [Company Name] in the past year (whether for the same position they are now referred for or for a different position).
- Temporary, summer, contract, and former employees of [Company Name] are not eligible candidates for referral awards.
- The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
- The referring employee must agree to have his or her name used when the company contacts the candidate.
- [Company Name] will notify you before interviewing the candidate if your referral meets the qualifications of this candidate referral bonus program.
- The first employee to refer a candidate will be the only referring employee eligible for payment.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with company policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.

Contact [communityreferral@xyz.com](mailto:communityreferral@xyz.com) for additional details or questions.