Sample Referral Bonus Approval Letter

[Your Name]

[Your Title]

[Human Resources Department Name]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Employee Referrer's Name]

[Employee Referrer's Address]

[City, State, ZIP Code]

Dear [Employee Referrer's Name],

Subject: Referral Bonus Approval

I am pleased to confirm that your referral of [New Employee's Name] has been approved for the referral bonus. Your proactive effort in recommending qualified candidates is highly valued.

Please review the attached referral bonus approval details, including bonus amount and disbursement process. If you have any questions or need further information, please contact our HR department.

We appreciate your contribution to our recruitment efforts and welcome you to refer more potential candidates in the future.

Best regards,

[Your Name]

[Your Title]