## IMG_256

## Employee Referral Emails

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## Email to employees for open positions

Hi all,

As you may know, we are always looking to expand our team.

For that purpose, we have decided to launch a referral program for the (x) position.

If you know of anyone who would fit the qualifications and would be a good fit for our organizational culture, feel free to send their resume our way.

Anyone who refers a candidate shall be entitled to compensation if the candidate successfully joins our organization. The details of the job can be found in the attached job description below.

If you have any questions regarding the referral process, please feel free to reach out.

Regards

ABC

Email from the employee regarding referral

Hi,

This is with reference to your email seeking referrals for the position of (x).

I believe I have found a suitable candidate for the same.

I had worked with this person in my previous organization and can vouch for their skills and behavior.

Please find their contact details and resume attached below for your reference.

Regards

Email to the referred candidate

Greeting from (x) organization.

We have been informed by (referee) that you may be a suitable candidate for our organization’s (x) position. We would be pleased to meet with you for further discussion.

The JD is attached below for your perusal. If you are interested in this position, please feel free to contact us at the below number.

Regards