

4 Employee Referral Email Template

General Employee Referral Email Template

Subject: Help Us Find Great Talent - Employee Referral Program

Hi [Employee's Name],

We are excited to announce the launch of our Employee Referral Program! As a valued member of our team, you know what it takes to be successful here. We believe that great people know great people, and we need your help to find them.

Here's how you can participate:

- Think of friends, family, or former colleagues who would be a great fit for our open positions.
- Send us their resume or have them apply directly, mentioning your name as the referrer.
- If your referral is hired, you could be eligible for a referral bonus as a token of our appreciation.

Why participate?

- You get to work with people you already know and trust.
- It helps us build a stronger team with like-minded individuals.
- You can earn rewards while helping someone find a great opportunity.

For more details about the program, including eligible positions and referral bonus information, please visit [link to referral program details] or reach out to [Contact Person/HR Email].

Thank you for helping us grow and improve our team!

Best regards,

[Your Name] [Your Position] [Company Name]

Employee Referral Email Template with Incentives

Subject: Refer a Friend & Get Rewarded!

Hi [Employee Name],

Know someone who'd be a great fit for Adaface? Refer them and you could earn some awesome rewards!

We're always looking for talented people to join our team, and your referrals are super valuable. When you refer someone who gets hired, you'll receive [Incentive - e.g., a bonus, gift card, extra vacation day].

Here's how it works:

- Think about your friends, former colleagues, or anyone in your network who has the skills and experience for our open roles.
- Check out our open positions here: [Link to Careers Page]
- Submit your referral through this link: [Link to Referral Form/System]

Some things to keep in mind:

- Make sure your referral is a good fit for the role and our company culture.
- The more details you provide about why you think they'd be a great fit, the better!

We appreciate your help in building an amazing team at Adaface!

Thanks,

The Adaface Team

Email Template for Requesting Specific Skill Referrals

Subject: Help Us Find the Perfect Match for Our Team!

Hi [Employee's Name],

I hope this message finds you well. We are currently looking to expand our team with someone who has strong skills in [specific skill or technology]. Given your experience and network, I thought you might know someone who fits this profile.

Here's what we're looking for:

- **Role:** [Job Title]
- **Skills Required:** [List of specific skills]
- **Experience Level:** [Years of experience]
- **Location:** [Remote or Specific Location]

If you know someone who would be a great fit, please let them know about this opportunity. You can also send their resume directly to me, and I'll make sure it gets to the right person.

Thank you for your help and support in building our amazing team!

Best regards,

[Your Name] [Your Job Title] [Company Name] [Contact Information]

Thank You Email Template for Successful Referrals

Subject: Thank You for Your Successful Referral!

Hi [Employee's Name],

I hope this message finds you well. I am thrilled to inform you that your referral, [Candidate's Name], has successfully joined our team as a [Position].

Your keen eye for talent and understanding of our company culture have truly made a difference. We appreciate your effort in helping us build a strong team.

As a token of our gratitude, you will receive a referral bonus, which will be processed in the upcoming payroll cycle.

Thank you once again for your contribution. We look forward to more successful referrals from you in the future!

Warm regards,

[Your Name]

[Your Position]