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## Referral Emails for Employees

### **Referral template email**

Email subject line: [Introduce the employee referral program]

[Greeting],

[Opening statement about growing the company]

[A few sentences detailing the position that's open along with job responsibilities] [Ask employees to refer a qualified candidate] [Link to job posting]

[Questions for employees to answer about the candidate they're referring]

[Call to action such as replying with candidate's contact information and resume]

[Next steps in referral process]

[If applicable, detail a bonus or reward employees will receive for referring an employee]

[Sign off]

[Your name]

[Your signature]



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## **Sample referral emails for employees**

### **Referral template email 1**

**Subject:** Refer a Senior Writer, Earn a Bonus

Hi all,

As you all know, we're always looking to expand our team of talented professionals.

We are currently seeking a qualified candidate that would make a good fit for the Senior Writer role. If you know someone who would make a good fit for the job and our company culture overall, please refer them our way.

In an effort to make the employee referral process easier, please answer the following questions for each candidate you refer:

- What is the name of the person you're referring?
- How do you know them?
- What are their valuable skills and qualifications for this role?
- Why do you think they'd make a good fit?
- If you've previously worked together, why do you consider them a good coworker?

Please reply with your friend's contact details and resume. We'll take care of the rest. If we end up hiring them and they stay on as an employee for three months, you'll get a \$100 bonus!

You're also welcome to check out our careers page from time to time to view any other openings you may want to make a referral for. If you have any questions regarding referrals, don't hesitate to reach out.

Thanks!

Gwendolyn Jones



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## **Referral template email 2**

**Subject:** Refer a Candidate Advertising Manager, Get Extra PTO

Hi everyone,

We're always looking to expand our team at Lennon and Co., and we're recruiting your help.

We're currently looking to fill the Advertising Manager role. If you know someone who would be a great fit for the job, send them our way. If they're hired and stay on as an employee for five months, you'll be given three extra PTO days! In order to be eligible for this reward, you'll need to be working with our company for at least a year and refer candidates who have not held previous positions here.

If you have a referral you'd like to make, please reply to this email with their contact information, resume and cover letter. We'll handle the rest! Should you have any questions, please direct them to me or Anna in our human resources department. Be sure to check out our careers page for any other openings.

Thanks!

Julia Jackson



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### Referral template email 3

**Subject:** \$300 Bonus to Help Us Find a Full-Time Food Writer

Hi, team!

As you already know, we're always looking to add to our team of highly qualified writers and editors here at Clementine Press. We're currently hiring for the Food Columnist role that would report to our Food Editor, Amy Clark. This is a full-time, salaried position. If you know someone who'd be a good fit for the role and our company, let us know.

If we hire the candidate you referred and they remain at our company for six months, you'll earn a \$300 bonus! We only ask that they not be previous employees here.

Please reply to this email with their name and contact information. Have them apply to the job on our careers page—we'll keep an eye out for them! If you have any questions regarding the process, don't hesitate to ask.

Thanks!

Cassandra Blake

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