

Letter about Referral Incentive Program for Hiring Employees

This package contains:

1. Instructions & Checklist for Writing a Letter about a Referral Incentive Program for Hiring Employees
2. Letter about a Referral Incentive Program for Hiring Employees

Instructions & Checklist for a Letter about a Referral Incentive Program for Hiring Employees

- This package contains: (1) Instructions & Checklist for a Letter about a Referral Incentive Program for Hiring Employees; and (2) Letter about a Referral Incentive Program for Hiring Employees.

- This form is designed to assist you in drafting a letter to a your employees explaining the company's offer of an incentive to any staff member who refers a candidate for a job opening – the incentive to be paid if that person is subsequently hired.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

September 9, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I am writing to you personally to let you know of a new program here at [Your Company Name] that can help you, and help a friend of yours -- or even a casual acquaintance -- as well.

As you know, we're looking for bright, energetic people to join our team here, and you might know someone who'd be a perfect fit -- but you just never thought of asking him if he'd be interested. This new program is going to get you thinking in that direction, and, we hope, motivate you to refer someone to interview with us.

The bottom line: If the person you refer is hired and stays at least 90 days, we will put a bonus check of [\$____] in your pocket.

Please call me if you have any suggestions or questions.

Sincerely,

[Your Name]

Enclosures