

Memo

To: All Employees
From: Management
Date: 02/09/2021
Re: Referral Bonus for New Hires

Beginning on 2/9/2021, we are offering a \$500 referral bonus for current employees who refer successful new hires. To be eligible to receive the referral bonus, the referred person must be hired and work at least six months. Once this referred employee completes six months, the bonus will be distributed to the employee who referred her/him.