Employee Referral Bonus Acknowledgement

The Employee referred the candidate below under the employee referral programme.

Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

EMAIL

PHONE

Referral

CANDIDATE NAME

ROLE REFERRED FOR

CANDIDATE JOINED ON

REFERRAL BONUS (₹)

PAYOUT AFTER

- The bonus is paid if the hire completes the stated period and the referrer is still employed then.
- HR and hiring managers for the role are not eligible.
- The bonus is taxable and paid through payroll.

Signed electronically under the Information Technology Act, 2000.

Employee

SIGNATURE

PRINTED NAME

DATE

HR

SIGNATURE

PRINTED NAME

DATE