Hi all,

As you all know, we are expanding our team and we are currently seeking a qualified candidate that would make a good fit for the [job title] role. If you know someone who would make a good fit for the job and our team, please refer them our way by reaching out to [hiring manager] at [email address].

You can share this opportunity with your network on LinkedIn, Facebook, etc. by using the following link: [link to job posting].

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!