

NGA Group, Inc

MEMORANDUM

TO: ALL EMPLOYEES
FROM: MANAGER HUMAN RESOURCES
DATE: JANUARY 1ST. 2010

SUBJECT: EMPLOYEE REFERRAL PROGRAM

In an effort to increase moral and promote motivation within the company we are offering an incentive program for employees who refer candidates for vacant positions to our organization. This will not only assist NGA Group Inc recruitment staff in finding and creating a greater pool of candidates but will also help in creating an environment of motivation and appreciation on behalf of the company.

As is company policy, NGA Group Inc posts all job openings within the company on the company's website. NGA Group will award \$500 for any referral made by its employee for the jobs advertised in the Careers section of its website, if the referral is selected for the job, and has served the company for a period of 6 months.

We are excited to offer this incentive program and we look forward to working with your referrals. For any referrals, please download the candidate referral form from the Careers section of the company website and submit it to the HR department.

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