

*On MidMichigan Letterhead*

November 25, 2008

[First and last name]

[Address]

[City, State, Zip]

Dear [insert name],

MidMichigan Health is pleased to announce a new program, where you can earn up to \$4,150 in bonuses for each qualified applicant you refer who is hired for a physical therapist position at MidMichigan between now and March 25, 2009. Employees like you continue to be our best resource for referrals and our best spokespersons for what it means to work at MidMichigan Health. That's why we need your help, over the next four months, to expand our team by participating in this program.

Earlier this week you received a mailing about your personal and professional networks. You also received \$10 in cash, which you can use to help spread the word about full- and part-time physical therapist job opportunities at MidMichigan Health – and increase your net worth.

Applicants must be qualified, currently authorized to be permanently employed in the United States and meet the current MidMichigan Health criteria. For each qualified candidate you refer – and who lists your name when they apply for a job with us – you'll receive a \$50 gift card. If that applicant is interviewed, you'll receive another gift certificate worth \$100. If the applicant is hired, you'll receive a \$1,500 bonus following their first day of work. And, once the new employee successfully completes his or her six-month review, you'll receive a \$2,500 bonus.

We know you lead a busy life, so we've included some tools to help you cast your net in the right direction. For example, you can use the \$10 you received to get started on your search by buying postcard stamps. You'll also find referral postcards, which you can complete with a personal note and send to someone you know, as well as a sample email you can use. More networking ideas are enclosed in this packet, as well as some things to remember when talking with friends or potential applicants about working where your work matters.

If you have additional questions about the program or need more referral postcards, please contact recruiter Melissa Bitterman at (989) 839-3860 or via email at [melissa.bitterman@midmichigan.org](mailto:melissa.bitterman@midmichigan.org).

Sincerely,

Lynn Bruchhof  
Vice President, Human Resources

P.S. Visit [www.midmichigan.org/careers](http://www.midmichigan.org/careers) to learn more about specific job openings.

*Physical therapists, managers and supervisors are targeted to participate in this employee referral incentive program, except for collective bargaining employees whose incentives are defined by contract.*