

Formal client introduction letter for new employee

Dear [Client Name],

We are delighted to inform you that [New Employee Name] has joined [Company Name] as [Job Title]. [He/She/They] will now be handling all matters related to [specific service or project].

[New Employee Name] brings a wealth of expertise in [field] and will ensure that our services continue to meet your expectations. Kindly join us in welcoming [him/her/them] and feel free to contact [New Employee Name] at [email/phone].

Sincerely,

[Sender Name]

[Position]

[Company Name]

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