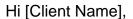
Quick email introduction of new employee



Just a quick note to introduce [New Employee Name], our new [Job Title] at [Company Name].

[He/She/They] will be handling your account moving forward.

You can reach [New Employee Name] directly at [email/phone]. Excited for you to meet

[him/her/them]!

Cheers,

[Sender Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/new-employee-introduction-letter-to-clients