

Formal, External Communication

Subject: Introduction of [Employee Name] – New [Designation]

Dear [Stakeholder/Partner Name],

We are delighted to introduce [Employee Name], who has joined [Company Name] as [Designation] in [Department]. [He/She/They] will be your point of contact for [specific responsibilities or projects].

Please extend your support to [Employee Name] as [he/she/they] begin[s] working with you. We are confident that [his/her/their] expertise will strengthen our collaboration.

Best regards,

[Manager Name]

[Designation]

[Company Name]

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