

Letter to staff announcing a new sales rep

Subject: Welcoming Our New Sales Representative

Dear Team,

I am pleased to announce that [Sales Rep's Name] has joined [Company Name] as our new Sales Representative. [He/She/They] bring(s) extensive experience in [industry] and will play a key role in strengthening client relationships and driving growth.

Please join me in extending a warm welcome to [Sales Rep's Name]. [He/She/They] will be working closely with both our internal teams and external partners to ensure seamless collaboration.

Let us support [Sales Rep's Name] as [he/she/they] transition(s) into this new role.

Sincerely,

[Your Name]

[Your Position]

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