

Serious Announcement Letter to Clients

Subject: Introducing Our New [Job Title]

Dear Valued Clients,

We are pleased to announce that [New Employee's Full Name] has joined [Company Name] as our new [Job Title]. With a strong background in [area of expertise], [he/she/they] will be working directly with our clients to enhance the services we provide.

We believe this addition to our team will strengthen our relationship with you and improve the quality of our collaboration. Please join us in welcoming [New Employee's Name] to our organization.

Sincerely,

[Your Name]

[Your Position]

Get more templates here:

<https://www.lettersandtemplates.com/letters/new-employee-announcement-sample>