

Professional introduction of new employee to clients

Dear Valued Client,

We are pleased to introduce [New Employee Name], who has recently joined [Company Name] as our new [Job Title]. [He/She/They] will be your primary point of contact for [specific service or department].

[New Employee Name] brings [number] years of experience in [industry/field] and is committed to providing excellent support and service. Please feel free to reach out to [him/her/them] at [email/phone] for any assistance.

We look forward to your continued partnership.

Best regards,

[Sender Name]

[Position]

[Company Name]

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