

Casual welcome email for new employee to clients

Hello [Client Name],

I hope you're doing well! I wanted to introduce you to [New Employee Name], our new [Job Title] here at [Company Name]. [He/She/They] will be helping you with [specific services].

[New Employee Name] has great experience and is excited to work with you. You can reach [him/her/them] anytime at [contact info].

Thanks and looking forward to more great collaborations!

Best,

[Sender Name]

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