

Heartfelt introduction email to clients

Dear [Client Name],

It is with great pleasure that we introduce [New Employee Name] as the newest member of our team at [Company Name], serving as [Job Title]. [He/She/They] will be your dedicated contact for [specific tasks/projects].

With [his/her/their] passion for [industry] and commitment to excellence, we are confident that [New Employee Name] will greatly enhance your experience with our services. Please reach out to [him/her/them] at [contact info] for any support you need.

Warm regards,

[Sender Name]

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