

Official introduction letter for VIP clients

Dear [Client Name],

We are honored to introduce [New Employee Name], who has joined [Company Name] as [Job Title]. [He/She/They] will be responsible for ensuring our top-tier clients, like you, continue to receive exceptional service and support.

[New Employee Name] brings [years] of industry experience and a dedication to client satisfaction.

Please join us in welcoming [him/her/them] and feel free to reach out at [email/phone].

Sincerely,

[Sender Name]

[Position]

[Company Name]

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