

Informal welcome note for new employee

Hi [Client Name],

Just wanted to introduce you to [New Employee Name], our newest [Job Title] here at [Company Name]. [He/She/They] will be your contact for [services/projects] going forward.

[New Employee Name] is friendly and experienced, and you can reach [him/her/them] at [contact info]. Looking forward to your collaboration!

Cheers,

[Sender Name]

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