[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: PLEASE WELCOME OUR NEW EMPLOYEE**

Dear [CONTACT NAME],

I am pleased to introduce [NEW EMPLOYEE NAME], our new [POSITION]. [FIRST NAME] will be responsible for [DESCRIBE].

[FIRST NAME] graduated from the University of [UNIVERSITY] and holds a [FIELD OF STUDY/TYPE] degree. For the last [NUMBER] years [HE/SHE] was employed as a [DESCRIBE] for [COMPANY NAME]. We are proud to have [HIM/HER] joining our staff and are sure [HE/SHE] will be able to give you the kind of service that you have come to expect from [YOUR COMPANY NAME].

[FIRST NAME] will be contacting you within the next two weeks to personally introduce [HIMSELF/HERSELF], discuss [HIS/HER] monthly schedule and answer any questions you might have.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]