

MAY I INTRODUCE YOU OUR NEW EMPLOYEE

August 2, 2017

To,
ATTN
ADDRESS
POSTAL CODE
COUNTRY

Object: May I Introduce You Our New Employee

Dear Mr./Mrs.,

May I introduce [NAME OF THE NEW EMPLOYEE] to you?

[NAME OF THE NEW EMPLOYEE] replaces [NAME OF THE FORMER EMPLOYEE], who has been given the job of [JOB TITLE]. This change developed when [REASONS], and he/she found it necessary to stay closer to home.

I'm certain you will like [NAME OF THE NEW EMPLOYEE]. He/She is a graduate of [UNIVERSITY/COLLEGE], in [CITY], majoring in [DOMAIN OF STUDY] in [YEAR]. He/She is a real go-getter and his "people IQ" is very near 100 percent. [FIRST NAME] was our representative in [State] of [Country], and did an outstanding job. Our files are bulging with letters of appreciation from the customers he/she called on, and I'm confident you will also be praising him/her – he/she knows his/her products and his/her customers. He/She is very touchy when he/she thinks one of his/her customers is "put upon."

I would be delighted if, after you've spent some time with [FIRST NAME], you would jot down your impressions of him/her. I predict your reactions will be highly favorable.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com

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Introduction Letter To Staff Sample

John F. Eller, Sheila Eller



Introduction Letter To Staff Sample:

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