

## **New Employee Introduction Letter**

**This package contains:**

1. Instructions & Checklist for New Employee Introduction Letter
2. New Employee Introduction Letter

## Instructions & Checklist for New Employee Introduction Letter

- This package contains (1) Instructions & Checklist for a New Employee Introduction Letter; and (2) New Employee Introduction Letter;
- This form is designed to assist you in drafting a letter to introduce a new employee.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
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[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

I am pleased to have this opportunity to introduce to you the newest member of the [Company Name] family. [Name] will be joining us as [Position or Title].

[Name] comes to us from [Employment Background] and is a highly skilled individual. [He/She] will undoubtedly enhance the service we provide to our customers. We look forward to [Name] becoming a valued member of our team. When you see [Name], please take a moment to join me in welcoming [him/her] to our company.

As always, thank you for all you do on behalf of [Company Name].

Sincerely,

[Your Name]  
[Title if any or delete if none]