

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: New Sales Representative

Dear :

I am please to announce the employment of {Name} as sales representative. After much consideration, we feel that {Name} will make an excellent addition to our team. {Name} has extensive experience in the area of sales. He /She joins us having most recently having worked at

{Name} will begin {Date}. Please assist {Name} in his/her transition. Thank you for your cooperation.

Sincerely,

N A M E