

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

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

Re: Introduction of New Staff Member to Clients

Dear :

We at {name of company} would like to thank you for your dedicated and loyal support throughout the years. We are excited to be a growing company and are experiencing growth in business and staff. We would like to take this moment to introduce our newest staff member. {Name of Employee} will be joining the {name of company} team on {date} as {position}. {Name of Employee} is here to assist you in all your purchasing matters.

Sincerely,

N A M E