

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Position, if applicable]

[Client's Company Name]

[Client's Address]

Dear [Client's Name],

I am pleased to announce the addition of a new member to our team, [New Employee's Full Name], who will be joining us as [New Employee's Position/Title] effective [Start Date]. We are committed to continually strengthening our team to better serve your needs, and we believe [New Employee's First Name] will be a valuable asset to both our company and to your organization.

[New Employee's First Name] brings with [him/her/them] a wealth of experience in [brief mention of relevant industry, field, or area of expertise], having previously worked at [mention any previous employers or accomplishments, if appropriate]. [He/She/They] specializes in [list key skills or responsibilities relevant to the client's needs].

In [his/her/their] new role, [New Employee's First Name] will be responsible for [briefly describe primary responsibilities or point of contact functions]. [He/She/They] will be your primary contact regarding [specific matters, projects, or support areas], and is fully committed to building a strong partnership with you and your team.

Please join me in welcoming [New Employee's First Name] to the team. You can reach [him/her/them] at [new employee's email] or [new employee's phone number]. We are confident that [New Employee's First Name] will deliver the high standard of service you have come to expect from us.

Thank you for your continued trust and partnership. Should you have any questions or require further assistance, please feel free to contact me directly.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]