

# Formal Introduction Letter Format for New Employee

Date: [Insert Date]

To: All Staff / [Department Name]

From: [Your Name]

Position: [Your Position]

Subject: Introduction of Our New Employee – [Employee Full Name]

Dear Team,

I am pleased to announce and extend a warm welcome to **[Employee Full Name]**, who will be joining us as **[Job Title]** effective **[Start Date]**.

[Employee Full Name] comes to us with [briefly mention qualifications, experience, or notable achievements, e.g., "over 5 years of experience in marketing and a proven track record of delivering successful campaigns"]. In their new role, [he/she/they] will be responsible for [briefly describe key responsibilities or role within the company, e.g., "overseeing our digital marketing initiatives and collaborating closely with the sales team to expand our outreach"].

We are confident that [Employee's First Name]'s skills and fresh perspective will greatly contribute to our continued success and development. Please join me in welcoming [him/her/them] to our team and extend your cooperation and support as [he/she/they] transitions into this new role.

Should you have any questions, or if you wish to connect with [Employee's First Name], feel free to reach out directly at [Employee's Email Address] or contact me for further introduction.

Thank you for your attention and for making [Employee's First Name] feel at home.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]