New employee introduction email to clients template | Workable

**Email Subject Line:** Introducing new [*Job\_title*] / Welcoming [*Employee’s\_name*] as our new [*Job\_title*]

Dear [*Client’s\_name*],

I am pleased to announce that [*Employee’s\_name*] is [*Company\_name*]’s new [*Job\_title*].

[*Mention a few things about employee’s background, e.g. [Employee’s\_name] has been with [Company\_name] for X years and has successfully managed his/her/their tasks in our sales department, reaching out to customers and proactively addressing their queries.]* We are all confident that *[Employee’s\_name]* will take on *[his/her/their]* new responsibilities with the same enthusiasm and professionalism.

As of [*date*], [*Employee’s\_name*] will be responsible for your account with our company. Feel free to reach out to [*Employee’s\_name*] via email at [*email address*] or call [*him/her/them*] directly at [*phone number.*] [*He/She/They*] will be happy to answer any questions you might have.

Best regards,

[*Your name*]  
[*Your signature*]