

Introducing your New Employee to Clients

When a client's essential point of contact or a key team member who is in straight contact with the client's changes, it's necessary to send in an introductory Email to the client. It will help in clearing any gaps in the communication between the two parties.

We can mention the new employee's skills and qualifications and also share their contact details, if they have any questions for them. Here's a catchy draft which you can use for a new employee or someone who has been with the company for a while, but is new to the client.

Subject: Meet our new employee Mr/Mrs [*Employee's Name*]

Hi Mr/Mrs [*Client's Name*]

We at [*Company's name*] really value our professional relationship, and that's why we are pleased to announce that [*Employee's name*] is the new [*job title*]. He/She will be joining our team meeting next week onwards.

[*Employee's name*] has graduated from [*University/College*] and has worked for [*No. of Years*] at [*company/companies*]. He/She will be responsible for [*list their duties*].

Incase of any queries for him/her, please free to reach to at [*Email ID*] & [*Contact No*]

With Regards

[*Your name*]

[*Your Designation*]