**LETTER TEMPLATE**

**NEW EMPLOYEE INTRODUCTION LETTER**

**[Employee name]**

**[Street Address]**

**[City, St. Zip]**

**[Optional – Email Address]**

From

**[Sender’s Name,]**

**[Designation,]**

**[Sender’s Address]**

**Date (e.g., 13 April 2015 or April 13, 2015)**

To:

**Mr. /Ms. /Mrs. Last Name,**

Let me introduce myself formally. I am **[Yours name]** we met each other in the monthly meet organized by our common sponsor Mr. **[Employee name].** Congratulations on your new contract with **XYZ Enterprises**.

The purpose of writing this letter is to introduce to our **[company].** It is my pleasure to present our products. I attached catalogs and other relevant particulars of the company. I would highly appreciate it if you allow us to meet you personally for a detailed presentation.

Thanking you,

Sincerely,

**[Yours Signature]**

**[Typed Name]**