**Introducing your colleagues of different ranks/departments**

*Subject: Introduction*

*Dear Mrs. Ford*

*Mrs. Ford I would like you to meet Mr. Smith, he has recently joined Halo Printers as the head of security. He has an excellent history and vast experience in his field, and it is my belief he will be beneficial to this organization. I have copied his email should you wish to communicate further with him.*

*Mr. Smith, Mrs. Ford is the company’s Managing Director. She has been with us since the company was founded.*

*Best,*

*Susan Bay,*

*H.R manager*