**Introduction as a New Employee**

*Hey Sales and Marketing team,*

*I hope you are all having a great day!*

*I am Peter Kent, and I am the new assistant sales manager here. Since I understand that we will be working together on quite a few different projects, and I wanted to reach out and introduce myself.*

*I am very excited to work with you all, and I am looking forward to meeting you personally during our upcoming meeting on February 15, 20XX.*

*See you soon,*

*Peter Kent*