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

*3rd February 2021*

*From: Human Resource*

*To: Harrison Don,*

*Manager,*

*Janice Campbell,*

*Receptionist,*

*Dear Mr. Don,*

*I take this opportunity to introduce Ms. Campbell; she has joined Bigtym Electronics as our receptionist. She is well capable of carrying out her duties. Campbell, Mr. Don is the company’s manager and has been with us for six years. He has been very instrumental in the growth of the company from a small to a medium-sized enterprise.*

*Thank you.*

*Yours Faithfully,*

*Mary Hermes,*

*Human Resource Manager*