**Introduction of New Employee to Client Email**

This email can be sent to a client to introduce a new employee that is taking over the client’s account.

Subject: Meet [employee name] – our new [role]

Dear [client],

I hope you’re well. I’m writing to introduce the newest member of our team, [employee].

[employee] is a [role] and will be responsible for your account as of [date].

[describe the employee’s background and previous experience]

[employee] has been fully informed regarding your account and we’re certain they will do an amazing job. Please see [employee’s] contact details below and feel free to get in touch with them if you have any questions.

Employee:

Email:

Number:

Kind regards,