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# Introduction email template

Subject: Introducing new [job title]

Dear [Client’s name],

I’m reaching out to inform you of some changes that we have recently experienced in our company. I am thrilled to introduce you to [employee’s name], [company name]’s new [job title].

[Employee’s name] has been with us at [company] for [length of time] and has worked hard to grow within our sales department by assisting customers with their concerns. We are so excited about this transition into a new role and are confident that [employee’s name] will tackle their new responsibilities with the same professionalism and enthusiasm that they have continually shown in the past.

Starting on [date], [employee’s name] will be taking over your account with our company. You can reach out to [employee’s name] with any questions or concerns by email at [email address] or phone at [phone number].

Best regards,

[Your name]

[Position]

[Company]

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