[Post your job](https://employers.indeed.com/p/post-job?hl=en&co=US&isid=SMBdownload_intro-email) *on Indeed or find more templates and samples in the* [Employer Resource Library](https://indeed.com/hire/resources?isid=SMBdownload_intro-email)*.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Indeed provides this information as a courtesy to users of our site. Please note that we are not your recruiting or legal advisor, we are not responsible for the content of your introduction emails, and none of the information provided herein guarantees performance. This is a legal disclosure and is* ***not*** *part of the following template.*