Introduction letter for new employee

To:

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

Project Manager,

(Name of company)

(Address)

I would like to Introduce (Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) who will be joining our team today.

Her educational qualifications and experience are highly satisfactory. She is a very hard-working and sincere person who would be a great asset to your team.

With best wishes.

Sincerely,

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

Manager