[Mention the name of the sender]

[Mention the Address of the sender]

[Mention the contact information of the sender]

[Date]

To

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information of the recipient]

Subject- Letter of introduction to the Healthcare Data Analyst

Dear [Mention the name of the Recipient]

This letter is to be treated as the official notification from the [mention the name of the company] to introduce Mr. [mention the name of the healthcare data analyst] to all of you.

We are happy to have such talent like Mr. [mention the name of the healthcare data analyst] in our team. It is my earnest request to all of you to accept him with warm wishes.

As the management team has gone through his profile and had interviewed him. Over the interview session, our team has found him to be a very down-to-earth person with immense knowledge in analytics. Being our new Healthcare manager, he will be appointed to issues and data relating to the healthcare from the [mention the date] in the company.

We want to let you all know that he is an experienced healthcare data analyst, and as he is new to this company, we shall all welcome him with all our hearts and make him a part of our team.

Thanking all, hope you will abide by this information.

With regards,

[Hand-Written Signature]

[Date]

[Name of the company with stamp].