

(Mention the sender's name)

(Mention the Job Title)

(Mention the company name)

(Mention the Date)

To,

(Mention the recipient's name)

(Mention the Job Title)

(Mention the Organization's name)

Subject: Introduction Letter for the Dishwasher

Dear [Mention the name of the recipient],

This letter is to inform you all about the new addition for the post of Dishwasher (mention the name of the person) in our company (mention the name of the company) and he will join the work from the date of (mention the date of joining).

He is an experienced person and has an experience of about (mention the person's experience). He does his job sincerely and hardly takes any left, which is his plus point. Has experience with industrial washing machines, has the ability to follow all the instructions given, and has excellent time management skills.

He is ready to work in different shifts, even on weekends, so he is very flexible with an HS diploma. As we will be regularly working here with us, we can contact him at his number if we need help during work hours (mention the number).

So, as we were searching for someone like this, who is quick and good at work so looking forward for the work. If anyone needs any additional information about him or has any doubts about anything, you can call me at my official number (mention the number) or send me an email at my official mail id (mention the email id).

Thank you so much

Yours

Sincerely,

[Mention the name of the sender]

(Signature of the sender).