

(Mention the sender' name)

(Mention Job Title)

(Mention Company name)

(Mention the Date)

To,

(Mention the recipient' name)

(Mention the Job Title)

(Mention Organization' name)

Subject: Introducing the New Managing Director

Dear (recipient' name),

With immense pleasure and equal excitement, this letter is being written to introduce you to Mr. [mention the full name] who will be functioning as the respected managing director of [mention the name of the company or organization].

From what is known of him, he happens to be an extremely disciplined, dedicated, and efficient person with a warm personality and years of experience in this field.

In such a senior position, he will be controlling and overseeing all business operations, people, and departments.

As the highest-ranking manager in the company, he is going to look after the overall growth and success of our company.

He will be ensuring that the company is constantly moving towards fulfilling all its goals in compliance with the company policies, rules, and regulations.

Each team of every department will be ultimately under him and he will be assessing each one of your performances to check for improvements or solutions. He is a kind-hearted man as well and we are sure you will be learning a lot from him.

In case of a query or additional information, get in touch with me by calling directly at my no. We hope your work relationship with him grows and strengthens with each passing day.

Good luck!

Thanking you

Sincerely,

(Your signature)