[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 Retainer

Dear [Mention the name of the Recipient]

We hope that this letter finds all of you in a good state of mind and health. The [mention the name of the company] is delighted to introduce you all to our latest Retainer, Mr. [mention the name of the retainer]. He will be joining our company from the [mention the date].

We would like to thank him for applying to our company for the position of retainer. The managerial team has met Mr. [mention the name of the retainer] at the screening session and found him to be very kind and ambitious.

He holds an experience of over [mention the time period] in this profession. Keeping in mind, all the above points, we have decided to hire him for the above-mentioned role. We hope he does his job with excellence.

Being a new retainer in the [mention the name of the company], he needs your support and collaboration to get synchronized with the company's policies and conditions. We hope that all our existing employees would contribute with him and together we can make huge changes for the betterment of the [mention the name of the company].

We wish you all the best.

With regards,

[Hand-Written Signature]

[Date]

[Name of the company with stamp].