[Reveal the name of the sender]

[Reveal the Address of the sender]

[Reveal the contact information of the sender]

[Date]

To

[Reveal the name of the recipient]

[Reveal the address of the recipient]

[Reveal the contact information of the recipient]

Subject- Letter of introduction to the School Counselor

Dear [Reveal the name of the Recipient]

We hope that this letter of introduction reaches all of you in a healthy state of mind. The [reveal the name of the company] is very glad to introduce Mr. [reveal the name of the school counselor] to all the existing employees, staff, and other members.

Mr. [reveal the name of the school counselor] will be holding the position of the new school counselor from the date of [reveal the date]. The [reveal the name of the company] is very happy and contented to announce the arrival of Mr. [reveal the name of the school counselor] in the company.

Our managerial directors have already interviewed him on the [reveal the date of the interview] and found him to be socially active and have a very good grip in the management field. From the [reveal the date of joining], Mr. [reveal the name of the school counselor] will be playing the job role of the school counselor, and he will be looking into the matter related to the guidance of students according to their choice and streams.

Mr. [reveal the name of the school counselor] has been very renowned in his previous job role with guiding around [reveal the number of the students he guided] students and helping them in their career building. We hope that you all will be able

to encourage and accept him in the company and establish a professional relationship.

With regards,

[Hand-Written Signature]

[Date]

[Name of the company with stamp].