

Self-introduction Letter to Colleagues Example & Template

From:

Andrew Jackson

54, Humming Bird Apartments

New York

Date: March 15th, 2021

Dear colleagues,

I would like to introduce myself formally to all my colleagues before I get settled as the new Deputy Marketing Manager with Allen Wellness Products.

Before joining here, I have worked with Biotech Products as Deputy Marketing Manager for two years. Working with Biotech Products was a great learning experience for me and it give me an exposure to the wellness industry. During my tenure, I have undertaken various marketing projects of promoting the company across different cities. In last two years, I was fortunate enough to contribute to successful launching of Biotech Products in New York and Chicago. My role also involved heading a team of over twenty employees and working in synergy with them to achieve different marketing goals.

When I am not working, I enjoy playing cricket and if not playing cricket then watching the game. After my work, cricket is the next best thing in my life.

All the people I have met at the company so far have been very welcoming and professional and I am very sure that we are going to achieve new heights as a team. I look forward to meet those who I haven't met yet.

My extension number is 1234. Please don't feel hesitant to stop by.

Regards,

Andrew Jackson

Deputy Marketing Manager

Sample Letter Introducing Yourself To Colleagues

Danielle Babb, PhD, Jim Mirabella, DBA

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