

HOW TO INTRODUCE YOURSELF VIA EMAIL — SAMPLE

Greeting

Dear Mr./Ms. Smith,

Message Content

I am writing to introduce myself as the new Brand Manager at Acme Company. Having recently taken over the position, I am excited to meet all everyone here and discuss how we can work together towards our continued success in the future. Should you have any questions then I'd be happy to answer them over email or sit down and discuss them face to face. Please, don't hesitate to get in touch.

Closing

Thanks

Signature or Name

-your name-

spike

Introducing Yourself In Email Sample

ML Morrison



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