

Notification of New Sales Representative

Dear Valued Partner,

We are excited to inform you that as of [Start Date], [New Sales Representative's Name] will be joining our team as your new sales representative. [He/She/They] comes to us with [brief background information about the new sales representative].

[New Sales Representative's Name] will be your primary contact for all sales-related inquiries moving forward. You can reach [him/her/them] at [Email Address] or by phone at [Phone Number].

We believe that [New Sales Representative's Name] will be an excellent addition to our team, and we are confident that [he/she/they] will provide you with the same level of service and support you have come to expect from us.

Thank you for your continued partnership. Please feel free to reach out if you have any questions or need further information.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]