

Subject: Introduction of Our New Collaborator

Dear [Recipient's Name],

I hope this message finds you well. I am pleased to announce the addition of [New Collaborator's Name] to our team at [Company/Organization Name]. [He/She/They] will be joining us as [Position Title] and will be working closely with us on [specific projects or responsibilities].

[New Collaborator's Name] brings a wealth of experience in [brief overview of skills or relevant experience], and we are excited to leverage [his/her/their] expertise to enhance our collaborative efforts.

Please join me in welcoming [New Collaborator's Name] to our team. [He/She/They] can be reached at [email address] or [phone number] for any inquiries or introductions.

Thank you for your continued support.

Best regards,

[Your Name]

[Your Position]

[Company/Organization Name]

[Your Contact Information]