
Letter of Introduction From Employer

Maria Gonzalez

Human Resources Manager

Innovative Tech Solutions

7890 Digital Way

San Diego, CA 92123

maria.gonzalez@innovativetech.com


May 6, 2024

Dear Team,

I am pleased to introduce Alex Rivera, who has joined Innovative Tech Solutions as our new Project Manager. Alex officially started with us on May 1, 2024, and will be working closely with the Product Development and Client Services teams.

Alex brings over 12 years of experience in project management, with a proven track record in leading successful projects in the technology sector. He holds a Bachelor's degree in Computer Science from Stanford University and a PMP certification. His expertise includes streamlining processes, enhancing team collaboration, and driving projects to completion on time and within budget.

Alex is looking forward to meeting each of you and contributing to our ongoing projects and future initiatives. He is committed to fostering a collaborative environment and is eager to support our team's growth and success.



Please join me in welcoming Alex to our team. He can be reached at alex.rivera@innovativetech.com or at extension 555. Feel free to introduce yourself and help him feel at home.

Thank you for your continued dedication and hard work. I am confident that Alex's addition will further strengthen our team and help us achieve our goals.

Best regards,

Maria Gonzalez
Human Resources Manager
Innovative Tech Solutions