

Employment Introduction Letter

Salutation/Greetings

Dear Ms./Mr. (addressee), or To whom it may concern

In the introductory paragraph of the letter, it is essential that you introduce the person you are writing the letter for and explain to the addressee how you know the person you are introducing. In case you are writing a letter introducing yourself to a prospective employer then the first details that you need to put forward about yourself are your name and your experience especially relevant experience with regards to the position you are applying for.

If you are a third person writing an introduction letter, the second paragraph should include details about why you are writing this letter for the person you are introducing and also why you think the person would be suitable for the position, citing his/her capabilities and achievements. If you are writing the introduction job letter to a prospective employer yourself, then mention why you think you are a capable candidate for the job what you would like to accomplish by writing this letter (setting up an appointment with the person addressed. Also if you know someone in the organization, it would be a good idea to mention him/her in the letter as a referral point. But do ask the person you are naming whether or not he/she is comfortable with his/her mention in the letter.

If the letter is from the person applying for a job, then you should also mention why you want to work for that particular company. You could either conclude your letter in this paragraph or frame another paragraph for the conclusion. For a third person writing the letter, the paragraph should include contact details of both the person writing the letter and the person being introduced. Thank the person addressed respectfully.

Valediction/Goodbye

Yours sincerely,

(Your name)