

SERVSAFE MANAGER 6TH EDITION TEST ANSWERS Document

servsafe manager 6th edition test answers

The ServSafe Manager 6th Edition exam is a crucial certification assessment designed to ensure that food service managers possess the essential knowledge and skills to maintain a safe and hygienic foodservice environment. While many candidates seek out the servsafe manager 6th edition test answers to aid in their preparation, it is important to approach studying with integrity and a focus on understanding core concepts rather than solely memorizing answers. This article aims to provide comprehensive guidance on the exam content, key topics, and effective study strategies to help candidates succeed while emphasizing the importance of mastering the material for real-world application.

Understanding the Purpose of the ServSafe Manager Exam

What is the ServSafe Manager Certification?

The ServSafe Manager Certification is a nationally recognized credential issued by the National Restaurant Association. It validates a food service manager's knowledge of food safety principles, including safe handling, storage, and preparation of food, as well as compliance with local health regulations.

Why is the 6th Edition Important?

The 6th Edition incorporates updated information reflecting current food safety practices, emerging threats like new foodborne pathogens, and evolving regulations. It ensures that managers are equipped with the latest knowledge to protect consumers and their establishments.

Core Topics Covered in the 6th Edition Test

1. Food Safety Fundamentals

- The significance of food safety and preventing foodborne illnesses
- The role of a manager in creating a food safety culture

2. Microorganisms and Foodborne Illnesses

- Common pathogens (Salmonella, Norovirus, E. coli, Listeria, etc.)
- Conditions that promote bacterial growth (FAT-TOM: Food, Acidity, Time, Temperature, Oxygen, Moisture)

3. Food Safety Procedures and Practices

- Proper handwashing techniques
- Personal hygiene standards
- Cleaning and sanitizing procedures
- Cross-contamination prevention

4. Food Handling and Storage

- Receiving and inspecting deliveries
- Proper storage temperatures
- FIFO (First-In, First-Out) method
- Separating raw and cooked foods

5. Temperature Control

- Correct cooking temperatures
- Holding temperatures
- Cold and hot holding procedures
- Using thermometers correctly

6. HACCP Principles

- Hazard Analysis and Critical Control Points (HACCP)
- Developing and implementing food safety plans

7. Regulatory Compliance and Food Safety Laws

- Local, state, and federal regulations
- Recordkeeping requirements
- Employee training and documentation

8. Pest Control and Waste Management

- Preventing pest entry
- Proper waste disposal practices

9. Emergency Procedures and Foodborne Illness Response

- Recognizing symptoms of foodborne illnesses
- Reporting procedures
- Corrective actions

Common Types of Questions on the 6th Edition Exam

Multiple-Choice Questions

These questions assess knowledge on specific scenarios, definitions, procedures, and regulations. Examples include identifying correct temperatures for holding food or best practices for preventing cross-contamination.

Scenario-Based Questions

Candidates are presented with real-world situations and must determine the best course of action. For example, what steps to take if a food product is found to be contaminated during inspection.

True/False Questions

Test understanding of basic facts, such as "Hand sanitizer replaces handwashing" (which is false).

Strategies for Success When Preparing for the Exam

1. Study the Official Materials

- Review the ServSafe Manager Book (6th Edition) thoroughly.
- Use official practice tests and quizzes provided by the ServSafe program.

2. Focus on Key Concepts

- Understand the rationale behind food safety procedures.
- Memorize critical temperatures, time limits, and hygiene practices.

3. Take Practice Exams

- Simulate the testing environment to build confidence.
- Identify areas of weakness for further review.

4. Join Study Groups or Courses

- Collaborate with peers to reinforce learning.
- Attend training sessions offered by certified instructors.

5. Use Visual Aids and Mnemonics

- Create charts for temperature ranges and food safety protocols.
- Develop memory aids for sequence-based procedures.

Addressing Concerns About Test Answers

Why Relying on Test Answers Is Not Enough

While having access to correct answers can be tempting, relying solely on them undermines true understanding and can lead to gaps in knowledge. The exam is designed to evaluate your comprehension of food safety principles, which are critical for effective management and compliance.

Importance of Learning the Material

- Ensures readiness to handle real-world food safety challenges.
- Helps in training staff and maintaining high standards.
- Protects your establishment from violations and foodborne illness outbreaks.

How to Use Practice Questions Effectively

- Use them to identify weak areas.

- Review explanations for each answer to understand the reasoning.
- Avoid memorizing answers; aim to understand the concepts behind them.

Summary and Final Tips

- The ServSafe Manager 6th Edition exam is comprehensive and tests your knowledge of current food safety standards.
- Focus on understanding the principles, not just memorizing answers.
- Use official study materials, practice exams, and hands-on training to prepare effectively.
- Remember that the goal is to ensure the safety of your patrons and staff through proper food safety management.
- Successfully passing the exam demonstrates your commitment to maintaining high standards and protecting public health.

In conclusion, while the servsafe manager 6th edition test answers may be sought after by some, the most effective way to succeed is through diligent study, understanding the core concepts, and applying them in your daily operations. Certification not only enhances your credibility as a food safety manager but also plays a vital role in safeguarding your customers and your establishment. Invest time in learning, practicing, and mastering the material, and you will be well-equipped to excel in the exam and your role as a food safety leader.

ServSafe Manager 6th Edition Test Answers: An In-Depth Review and Analysis

In the realm of food safety and restaurant management, the ServSafe Manager 6th Edition Test Answers have become a focal point for both aspiring food safety managers and industry educators. As the industry's gold standard for food safety certification, ServSafe's latest edition introduces new content, revised guidelines, and updated assessments that reflect the evolving landscape of food handling, hygiene, and legal compliance. This comprehensive review aims to demystify the role of test answers, explore their significance, and provide insights into how they influence training, certification, and ultimately, public health.

Understanding the Importance of ServSafe Certification

Before delving into the specifics of test answers, it's crucial to understand why ServSafe certification remains a cornerstone for foodservice operators.

The Role of ServSafe in Food Safety

ServSafe, developed by the National Restaurant Association, serves as a standardized training and certification program designed to ensure foodservice employees understand key safety principles.

Certification signifies a fundamental knowledge of safe food handling practices, legal responsibilities, and hazard prevention strategies.

The Significance of the 6th Edition

The 6th Edition of ServSafe Manager reflects updates aligned with the latest Food and Drug Administration (FDA) Food Code, new scientific research, and industry best practices. It emphasizes proactive safety measures, outbreak prevention, and a comprehensive understanding of emerging challenges such as allergen management and supply chain issues.

The Structure of the ServSafe Manager 6th Edition Exam

To comprehend the role of test answers, it is essential to understand the exam's format and content.

Exam Components

The ServSafe Manager 6th Edition test typically includes:

- Multiple-choice questions (most common)
- True/False questions
- Scenario-based questions
- Visual identification questions (e.g., recognizing contaminated food or improper storage)

The exam assesses knowledge across several domains:

- Food Safety Principles
- Foodborne Illnesses
- Contamination Prevention
- Safe Food Handling and Storage
- Cleaning and Sanitizing
- HACCP Principles
- Legal Responsibilities and Employee Management

Question Format and Difficulty

Questions are designed to evaluate comprehension and practical application. Some questions are straightforward, testing recall, while others are scenario-based, requiring critical thinking.

The Role and Ethical Considerations of Test Answers

Having access to correct test answers can be tempting but raises ethical questions.

Why Are Test Answers So Sought After?

- Ease of Passing: Many candidates seek answer keys to pass the exam without fully understanding the material.
- Training Shortcuts: Some training providers may rely heavily on memorization rather than comprehensive learning.
- Legal and Professional Implications: Passing an exam without genuine knowledge can lead to inadequate food safety practices, risking outbreaks, legal penalties, and loss of reputation.

The Risks of Relying on Test Answers

- False Certification: Candidates may become certified without real competency.
- Food Safety Failures: Lack of understanding can result in improper storage, cross-contamination, and illness outbreaks.
- Legal Consequences: Regulatory agencies may revoke certifications or impose fines if unqualified management is identified.

Best Practices for Preparing for the Exam

- Engage in thorough training using official ServSafe materials.
- Use practice tests to identify weak areas.
- Focus on understanding concepts rather than memorizing answers.
- Participate in interactive training sessions or courses.

How Are Official ServSafe Test Answers Developed?

Understanding the development process sheds light on their reliability and integrity.

Question Bank Creation

The ServSafe exam questions are created by food safety experts, educators, and industry practitioners. Each question undergoes rigorous review to ensure clarity, relevance, and alignment with current regulations.

Validation and Updating

- Questions are regularly validated through pilot testing.
- The exam is updated with each new edition to reflect changes in laws, scientific understanding, and industry practices.
- The 6th Edition incorporates the latest FDA Food Code updates.

Secure Testing Environment

ServSafe emphasizes secure testing protocols to prevent cheating, including proctored exams, online restrictions, and question pools.

Accessing and Using Test Answers Responsibly

While some online sources may claim to provide ?ServSafe Manager 6th Edition Test Answers,? caution is advised.

The Legality and Ethics of Using Answer Keys

- Using unauthorized answer keys violates exam integrity policies.
- It undermines the certification?s value and the safety standards it upholds.
- Many testing organizations consider it academic dishonesty, which can result in disqualification.

Official Resources and Study Aids

- ServSafe?s Official Practice Tests: Offered through the Food Safety Institute, these simulate the real exam.
- Training Manuals: The 6th Edition manual contains practice questions and review sections.
- Online Courses: Many authorized providers offer interactive modules and quizzes.

Effective Study Strategies

- Review all chapters thoroughly.
- Take multiple practice tests.
- Join study groups or training classes.
- Focus on understanding concepts, not just memorizing answers.

Impact of Test Answers on Food Safety Outcomes

The ultimate goal of the ServSafe program is to protect public health through competent

management.

Certification Quality and Food Safety

Proper knowledge, as evidenced by authentic certification, correlates with better compliance with food safety protocols. This leads to:

- Reduced risk of foodborne illnesses
- Improved sanitation practices
- Enhanced staff training and accountability

Consequences of Inadequate Certification

- Increased likelihood of violations during inspections
- Higher incidence of outbreaks
- Legal liabilities and potential closure of establishments

Role of Continuous Education

Food safety is dynamic. Managers must stay informed about new regulations, emerging pathogens, and best practices. Relying solely on test answers without ongoing education undermines this goal.

Conclusion: Navigating the Landscape of ServSafe Test Answers

The ServSafe Manager 6th Edition Test Answers symbolize a critical component of the certification process, but their true value resides in authentic understanding and application. While the temptation to seek out answer keys may be high, the integrity of food safety certification depends on genuine knowledge. Industry professionals, trainers, and candidates should prioritize comprehensive study, ethical practices, and ongoing education over shortcuts.

By embracing the principles behind the exam rather than merely seeking answers, foodservice managers can ensure they are truly prepared to uphold the highest standards of food safety. In the end, the goal is not just to pass a test but to protect consumers, uphold legal standards, and foster a culture of safety within the foodservice industry.

Question What are the key topics covered in the ServSafe Manager 6th Edition test? The test covers food safety regulations, hazards, contamination prevention, safe food handling, cleaning and sanitation, pest management, and employee training requirements. How can I access the official ServSafe Manager 6th Edition test answers? Official test answers are provided through

authorized ServSafe training programs and the ServSafe website upon completing the course and registration, ensuring integrity and compliance. Are there practice exams available for the ServSafe Manager 6th Edition test? Yes, practice exams are available online and through training materials to help candidates prepare effectively for the actual test. What is the passing score for the ServSafe Manager 6th Edition exam? The passing score is typically 75%, but it may vary slightly depending on the testing center or specific version; always check the latest guidelines. How often should ServSafe Manager certification be renewed? Certification is generally valid for five years, after which recertification is required through a new course and exam. Can I find online resources to help me study for the ServSafe Manager 6th Edition test? Yes, numerous online resources, including practice tests, study guides, and training videos, are available to help you prepare effectively. What are common topics where test takers often struggle in the ServSafe Manager 6th Edition exam? Common challenging topics include hazard analysis, allergen management, and cleaning procedures, so focusing on these areas can improve success rates. Is the ServSafe Manager 6th Edition test open book or closed book? The exam is typically closed book, so thorough studying is essential to perform well without access to textbooks during the test. How can I ensure I am studying the most current information for the ServSafe Manager 6th Edition test? Use official ServSafe training materials and resources updated for the 6th edition, and attend authorized training sessions to stay current with the latest guidelines.

Related keywords: ServSafe Manager, 6th Edition, test answers, food safety certification, food safety exam, ServSafe practice test, food safety manager, certification answers, food safety training, ServSafe exam prep

Sample Letter Introducing New Manager To Clients

sample letter introducing new manager to clients

Introducing a new manager to your clients is a crucial communication that can influence ongoing relationships and future opportunities. Whether your organization is undergoing leadership changes or expanding its management team, sending a well-crafted introductory letter ensures a smooth transition and reassures clients of continued service excellence. In this article, we will explore the essential elements of a professional and effective sample letter introducing a new manager to clients, along with tips on customizing your message for maximum impact.

Why Sending a Letter to Introduce a New Manager Matters

Before diving into the structure and content of the letter, it's important to understand why such communication is vital:

Builds Trust and Maintains Relationships

Clients value transparency and proactive communication. Introducing your new manager demonstrates your commitment to maintaining a strong relationship and reassures clients that their needs will continue to be prioritized.

Provides Clarity and Continuity

A clear introduction helps clients understand who will be their new point of contact, reducing confusion and ensuring seamless service delivery.

Enhances Company Reputation

Proactively communicating leadership changes reflects professionalism and strengthens your organization's reputation as a transparent and client-focused business.

Key Elements of an Effective Introduction Letter

A well-structured introduction letter should include several core elements to convey professionalism and warmth:

1. Clear Subject Line and Opening

Begin with a straightforward subject line if sending via email, such as "Introducing Your New Account Manager" or "Meet Our New Leadership at [Company Name]." The opening paragraph should immediately state the purpose of the letter.

2. Personal Greeting

Address the client by name to personalize the message. Use respectful and friendly language.

3. Introduction of the New Manager

Provide the new manager's full name, job title, and a brief professional background highlighting relevant experience, skills, and achievements.

4. Reassurance of Continuity

Express your organization's commitment to service quality and reassure clients that their needs will be met without disruption.

5. Personal Touch and Warm Welcome

Include a warm message from the new manager, perhaps sharing their enthusiasm for working with the client.

6. Contact Information and Next Steps

Share how clients can reach the new manager directly, and invite questions or feedback.

7. Closing Statement

End on a positive note, expressing appreciation for the client's ongoing partnership.

8. Professional Signature

Include the sender's name, position, and contact details.

Sample Letter Template: Introducing a New Manager to Clients

Below is a comprehensive sample letter you can customize according to your needs:

``plaintext

Subject: Introducing Your New Account Manager at [Company Name]

Dear [Client's Name],

I hope this message finds you well. As part of our ongoing efforts to enhance our services and strengthen our partnership, I am pleased to introduce you to our new [Manager's Job Title], [Manager's Full Name].

[Manager's Name] joins [Company Name] with over [number] years of experience in [relevant industry/field], having previously worked at [brief mention of previous relevant roles or companies]. Their expertise in [specific skills or areas] will be instrumental in supporting your account and ensuring that your needs are met with the highest standards.

We understand that continuity is vital to our mutual success. Please rest assured that our team remains committed to providing you with exceptional service, and [Manager's Name] is eager to learn about your goals and how we can best support you moving forward.

[Manager's Name] is excited to work with you directly and will be reaching out soon to introduce

themselves personally. In the meantime, if you have any questions or specific requirements, please feel free to contact them directly at [email address] or [phone number].

On behalf of everyone at [Company Name], I want to thank you for your continued trust and partnership. We look forward to achieving new successes together with [Manager?s Name] as part of our dedicated team.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

...

Tips for Customizing Your Client Introduction Letter

To maximize the impact of your letter, consider these best practices:

Personalization Is Key

Use the client?s name and reference past interactions or specific projects to make the message more personal and relevant.

Highlight the New Manager?s Strengths

Focus on skills and experiences that align with the client?s needs to build confidence.

Maintain a Positive and Professional Tone

Balance professionalism with warmth to foster trust and approachability.

Keep It Concise and Clear

Avoid lengthy paragraphs; get straight to the point while providing enough detail to make the introduction meaningful.

Follow Up

After sending the letter, consider a follow-up call or email from the new manager to establish a personal connection.

Additional Communication Channels for Introducing a New Manager

While a formal letter or email is standard, consider supplementing with other methods:

- **Company Website:** Update the leadership profile section to include the new manager's bio.
- **Social Media Announcements:** Share the news on professional platforms like LinkedIn.
- **Virtual Introductions:** Organize a webinar or video call for key clients to meet the new manager.
- **In-Person Meetings:** Schedule face-to-face meetings when possible for a more personal touch.

Conclusion

Introducing a new manager to your clients through a thoughtfully crafted letter is a strategic move that reinforces your organization's commitment to transparency, professionalism, and client satisfaction. By including essential information, personal touches, and clear contact points, you can ensure a positive reception and a smooth leadership transition.

Remember, the key to an effective introduction is not only conveying facts but also building confidence and trust. Use the sample template provided as a foundation, customize it to reflect your company's tone and the specific client relationship, and follow up to foster ongoing communication.

With the right approach, your clients will welcome their new manager and continue to see your organization as a reliable partner dedicated to their success.

Sample Letter Introducing New Manager to Clients: A Guide to Effective Communication

In today's dynamic business environment, maintaining strong client relationships is essential for sustained growth and success. When a company undergoes leadership changes, particularly at the managerial level, it becomes crucial to communicate these transitions clearly and professionally to clients. A well-crafted sample letter introducing a new manager to clients not only reassures clients of continued service quality but also fosters trust and confidence in the company's stability and future direction. This article explores the key elements of an effective introduction letter, provides a comprehensive template, and offers best practices to ensure your message resonates positively with your clients.

Understanding the Purpose of the Introduction Letter

Before diving into the specifics of crafting the letter, it's important to understand its core objectives. An introduction letter serves multiple purposes:

- Informing Clients of Leadership Changes: Clearly communicate who the new manager is and their role within the organization.
- Reassuring Clients of Continued Service Excellence: Emphasize that the transition will not affect the quality of service they receive.
- Building Trust and Confidence: Personalize the message to foster a sense of familiarity and reliability.
- Encouraging Future Engagement: Invite clients to reach out or meet the new manager to strengthen the relationship.

A well-balanced letter addresses these objectives with professionalism, transparency, and a customer-centric tone.

Key Elements of an Effective Introduction Letter

Crafting an impactful letter involves incorporating specific elements that collectively convey the message clearly and persuasively. Here are the critical components:

- Clear and Professional Opening

Begin with a warm greeting tailored to your client base. Use the client's name if possible for personalization. State the purpose of the letter upfront: introducing the new manager.

- Brief Background of the New Manager

Provide concise information about the new manager's professional background, experience, and qualifications. Highlight relevant skills or achievements that demonstrate their capability to serve the client's needs.

- Reassurance of Service Continuity

Assure clients that the transition will be seamless and that their services will continue without interruption. Emphasize the company's commitment to quality and client satisfaction.

- Personal Touch and Invitation

Include a personal note from the new manager, if appropriate, and invite clients to meet or communicate with them. This helps humanize the transition and fosters a personal connection.

- Contact Information and Next Steps

Provide clear contact details for the new manager or relevant teams. Mention any upcoming meetings, events, or opportunities for clients to engage with the new leadership.

- Professional Closing

End with a courteous closing that reinforces your organization's commitment to the client's success.

Sample Letter Template: Introducing a New Manager to Clients

Below is a comprehensive template that combines the key elements discussed. Remember to customize it to your specific context.

[Your Company Letterhead or Header]

[Date]

Dear [Client Name],

Subject: Introducing Your New [Manager's Title], [Manager's Name]

We hope this message finds you well. At [Company Name], our commitment to providing exceptional service remains our top priority. As part of our ongoing efforts to better serve you, we are pleased to introduce [Manager's Name], who has recently joined us as our new [Manager's Title].

[Manager's Name] brings with them over [X years] of experience in [industry or relevant field], with a proven track record of delivering innovative solutions and building strong client relationships. Prior to joining [Company Name], [he/she/they] served as [previous position] at [previous company], where [he/she/they] successfully [mention notable achievement or responsibility].

In their role as [Manager's Title], [Manager's Name] will oversee your account and work closely

with you to ensure that your needs are met efficiently and effectively. Rest assured, this transition is designed to be seamless, and your current services and support will continue without interruption.

[Optional personal note from the new manager]:

?I am honored to join the team at [Company Name] and look forward to working with you. My goal is to understand your unique needs and ensure that we continue to provide solutions that support your success. Please feel free to reach out to me directly at [contact details], or let me know if you would like to schedule a meeting.?

We value your partnership and are excited about the opportunities ahead. Should you have any questions or wish to discuss your account further, please do not hesitate to contact me or your dedicated account representative.

Thank you for your continued trust in [Company Name]. We are confident that [Manager?s Name] will be a valuable resource for you, and we look forward to strengthening our relationship in the years to come.

Warm regards,

[Your Name]

[Your Title]

[Your Contact Information]

[Company Name]

[Company Contact Details]

Best Practices for Writing a Client Introduction Letter

To maximize the effectiveness of your message, consider the following best practices:

Personalization Is Key

- Use the client?s name and reference past interactions or projects if applicable.
- Tailor the tone to match your client?s relationship with your company?more formal for corporate clients, slightly casual for long-standing partners.

Be Transparent and Honest

- Clearly explain the reason for the leadership change.
- Address any potential concerns proactively to prevent uncertainty.

Highlight the New Manager's Strengths

- Focus on skills and experience relevant to the client's needs.
- Demonstrate how the new manager will add value.

Keep the Tone Optimistic and Professional

- Use positive language to foster confidence.
- Maintain professionalism throughout the letter.

Follow Up

- Consider scheduling a call or meeting to introduce the new manager personally.
- Send a follow-up email or message to reinforce the message.

Timing Matters

- Send the letter promptly after the managerial change is official.
- Ensure that clients receive the message before or shortly after any public announcement.

Additional Tips for Effective Client Communication

Beyond the letter itself, consider integrating these strategies into your broader communication plan:

- **Use Multiple Channels:** Supplement the letter with phone calls, emails, or virtual meetings.
- **Leverage Testimonials or Endorsements:** If appropriate, include quotes or endorsements about the new manager's capabilities.
- **Maintain Consistency:** Ensure all communication from your organization aligns with the message and tone of the introduction letter.
- **Solicit Feedback:** Encourage clients to share their thoughts or concerns to foster transparency

and ongoing dialogue.

Conclusion: The Power of a Thoughtful Introduction Letter

Introducing a new manager to your clients is a pivotal moment that can influence ongoing relationships and perceptions of your organization. A well-crafted, professional, and personalized letter not only informs but also reassures your clients that their needs remain a priority. By carefully considering the message's content, tone, and timing, your company can turn this transition into an opportunity to reinforce trust, demonstrate commitment, and foster stronger collaborations.

Remember, the goal is to communicate confidence, competence, and care—values that underpin lasting client relationships. Whether you use the provided template or craft your own, prioritize clarity and sincerity, and your clients will appreciate your proactive approach to leadership transitions.

Question What should be included in a sample letter introducing a new manager to clients? The letter should include a warm introduction of the new manager, their professional background, the reasons for the change, reassurance of continued service quality, and contact information for future correspondence. How can I make the letter to clients more personalized when introducing a new manager? Personalize the letter by mentioning specific achievements of the new manager, expressing appreciation for the clients' loyalty, and including a friendly tone to foster trust and familiarity. What is the ideal tone for a sample letter introducing a new manager to clients? The tone should be professional, warm, and confident, emphasizing continuity of service while expressing excitement about the new leadership. How soon should the introduction letter be sent after appointing a new manager? It's best to send the introduction letter promptly, ideally within a week of the new manager's appointment, to ensure clients feel informed and valued. Should the letter include a personal meeting or call with clients? Yes, including an invitation for a personal meeting, call, or webinar can help build rapport and address any questions clients may have. Can you provide a sample closing statement for such a letter? Certainly! Example: 'We look forward to continuing our successful partnership under [Manager's Name]'s leadership. Please feel free to reach out with any questions or for a future meeting.' How can I ensure the letter maintains a professional yet approachable tone? Use clear, respectful language, express enthusiasm about the future, and avoid overly formal or stiff phrasing to keep the tone friendly and professional. What are common mistakes to avoid in a sample letter introducing a new manager to clients? Avoid using vague language, failing to mention the manager's background, neglecting to reassure clients about service continuity, and not including a way for clients to connect with the new manager.

Related keywords: introduction letter, new manager announcement, client communication, management change letter, professional introduction, business letter template, corporate update, client relations, leadership transition, organizational change

Read the full article online: [sample letter introducing new manager to clients](#)