

Client Onboarding Confirmation

Date: [Insert Date]

Dear [Client's Name],

We are pleased to confirm your onboarding as our valued client at [Your Company Name]. We appreciate the trust you have placed in us and look forward to working together.

Outlined below are the details pertaining to your onboarding:

- **Client Name:** [Client's Name]
- **Onboarding Start Date:** [Start Date]
- **Point of Contact:** [Your Contact Person]
- **Email:** [Your Contact Email]
- **Phone Number:** [Your Contact Phone]

Please feel free to reach out with any questions or concerns. We are here to assist you at every step of the process.

Welcome aboard!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email]