

Welcome to [Your Company Name]!

Dear [Client's Name],

Thank you for choosing [Your Company Name]. We are excited to start this journey with you! Below are some expectations to ensure a smooth onboarding process:

Onboarding Timeline

The onboarding process will take approximately [X weeks/days]. We aim to complete the following steps:

- Step 1: Initial Consultation
- Step 2: Needs Assessment
- Step 3: Implementation
- Step 4: Feedback and Adjustments

Required Documentation

Please provide the following documents at your earliest convenience:

- Document 1
- Document 2
- Document 3

Key Contacts

Your primary point of contact will be [Contact Name] at [Contact Email]. You can reach out to them for any questions or concerns.

Communication

We will have weekly check-ins to review progress and address any issues. Please let us know your preferred time for these meetings.

We look forward to working together and achieving great results!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]