

Client Onboarding Engagement Confirmation

Dear [Client's Name],

We are excited to confirm our engagement with you as a valued client. This letter serves as an official confirmation of our onboarding process.

Engagement Details

- **Client Name:** [Client's Name]
- **Start Date:** [Start Date]
- **Services Provided:** [List of Services]
- **Primary Contact:** [Your Name and Title]
- **Contact Information:** [Your Email and Phone Number]

Next Steps

Please look out for our welcome package which will include important information and resources to help you get started.

If you have any questions, feel free to reach out to us at any time.

Thank you for choosing us as your partner. We look forward to a successful collaboration.

Sincerely,

[Your Name]
[Your Title]
[Your Company]