

Feedback on Onboarding Process

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Dear [Vendor Contact Name],

Thank you for your recent onboarding with us at [Your Company Name]. We appreciate the effort your team has put into this collaboration.

Positive Aspects:

- Clear communication throughout the onboarding process.
- Timely delivery of required documentation and resources.
- Willingness to accommodate our specific needs and requests.

Areas for Improvement:

- Additional training on [specific tool or process] would be beneficial.
- Response time to support requests could be faster.

Overall, we look forward to a successful partnership and continued growth together. Please feel free to reach out if you have any questions or need further clarification on our feedback.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Email]

[Your Phone Number]