

# Capacity Planning for Client Onboarding

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

Thank you for choosing to work with me! I am excited to start our collaboration and would like to outline my capacity planning for the onboarding process.

## Project Overview

In this section, summarize the project scope and objectives.

## Timeline

Below is the proposed timeline for the onboarding phases:

- Phase 1: [Describe Phase 1] - [Start Date] to [End Date]
- Phase 2: [Describe Phase 2] - [Start Date] to [End Date]
- Phase 3: [Describe Phase 3] - [Start Date] to [End Date]

## Resource Allocation

I will allocate the following resources to ensure a smooth process:

- Dedicated work hours: [Number of hours/week]
- Additional support: [If applicable]

## Next Steps

Please review the proposed capacity plan and let me know if you have any questions or adjustments. I look forward to your feedback and a successful onboarding experience.

Best Regards,

[Your Name]

[Your Contact Information]