

Supplier Onboarding Confirmation

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Dear [Supplier Name],

We are pleased to inform you that your onboarding process as a supplier for [Company Name] has been successfully completed. We value your partnership and are excited to work together to achieve our mutual goals.

Below are the details of your onboarding:

- **Supplier ID:** [Insert Supplier ID]
- **Effective Date:** [Insert Effective Date]
- **Primary Contact:** [Insert Contact Name and Details]

Please ensure that you have reviewed our terms and conditions, as outlined in the onboarding documents. If you have any questions or require further assistance, feel free to reach out to us.

We look forward to a successful collaboration.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]