

# Partnership Agreement for Vendor Cross-Functional Team Initiative

Date: [Insert Date]

To,

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to propose a partnership agreement for our upcoming initiative aimed at enhancing collaboration between our respective cross-functional teams. This initiative seeks to leverage the strengths of both organizations to achieve common objectives and enhance overall efficiency.

## Purpose

The purpose of this partnership is to create a framework for collaboration that will allow both teams to share resources, knowledge, and expertise to drive innovation and improve service delivery.

## Scope of Partnership

The partnership will include, but is not limited to, the following areas:

- Joint meetings to discuss project objectives and progress.
- Sharing of relevant data and insights.
- Identifying training and development opportunities.
- Regular feedback sessions to optimize collaboration.

## Duration

This partnership will commence on [Start Date] and will continue for a period of [Duration].

## Mutual Responsibilities

Both parties agree to:

- Actively participate in all scheduled meetings.
- Provide necessary resources and support for the initiative.
- Maintain open and transparent communication.

## Confidentiality

Both parties agree to keep all shared information confidential and to use it only for the purposes of this partnership.

We believe this initiative will be mutually beneficial and pave the way for future collaborations. Kindly review this proposal and share your agreement by signing below.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

## Agreement

By signing below, both parties agree to the terms stated in this partnership agreement.

---

[Vendor Contact Name]

[Vendor Title]

[Vendor Company]

Date: \_\_\_\_\_

---

[Your Name]

[Your Title]

[Your Company]

Date: \_\_\_\_\_