

Client Onboarding Confirmation

Dear [Client's Name],

We are thrilled to confirm your onboarding with [Your Company Name]. We appreciate your trust in us and look forward to a successful partnership.

Your onboarding process will begin on [start date] and will include the following steps:

- Step 1: [Description]
- Step 2: [Description]
- Step 3: [Description]

Please ensure that you have completed the necessary preliminary documentation attached to this email.

If you have any questions, feel free to reach out to us at [contact information].

Thank you for choosing [Your Company Name]. We look forward to working with you!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]