

Client Onboarding Kickoff Letter

Date: [Insert Date]

Dear [Client's Name],

We are thrilled to welcome you to [Your Company Name]! As we embark on this journey together, we would like to take this opportunity to outline our onboarding process and ensure a smooth start to our collaboration.

Kickoff Meeting

We would like to schedule a kickoff meeting to discuss your goals, our services, and how we can best support you. Please let us know your availability for the upcoming week.

Onboarding Process

During the onboarding phase, we will cover the following:

- Project Scope and Timeline
- Roles and Responsibilities
- Communication Channels
- Next Steps

We believe that clear communication is key to a successful partnership, and we are here to address any questions or concerns you may have.

Getting Started

Please find attached the onboarding checklist that outlines the necessary information and documents we will need from your team to get started.

We are excited to begin this partnership and look forward to working together to achieve your objectives.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]