

Welcome to Our Team!

Dear [Client's Name],

We are thrilled to welcome you as our newest client! It is our pleasure to have you on board.

Onboarding Details:

- **Account Manager:** [Account Manager's Name]
- **Contact Email:** [Account Manager's Email]
- **Initial Meeting:** [Date and Time]
- **Resources:** [Link to Resources]

Next Steps:

1. Review our welcome packet enclosed.
2. Schedule your initial meeting with your account manager.
3. Complete the onboarding survey attached.

If you have any questions or need further assistance, please do not hesitate to reach out.

Welcome aboard!

Sincerely,

[Your Name]
[Your Title]
[Your Company]