

# First Steps Customer Onboarding Checklist

Dear [Customer Name],

Welcome to [Company Name]! We are excited to have you on board. To ensure a smooth onboarding experience, we have prepared a checklist for you:

## Onboarding Checklist

- Complete your profile setup
- Review our Getting Started guide
- Attend the onboarding webinar on [Date]
- Set up your account preferences
- Connect with your account manager
- Explore our support resources
- Schedule a follow-up call with us

If you have any questions, please do not hesitate to reach out to us at [Support Email].

Thank you for choosing [Company Name]!

Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]