

Welcome to [Consultancy Name]

Dear [Consultant's Name],

We are excited to welcome you aboard as a consultant with [Consultancy Name]. This letter outlines the onboarding process to ensure a smooth transition.

Onboarding Steps:

1. **Documentation:** Please complete and return the attached forms.
2. **Orientation:** Attend the orientation session scheduled for [Date].
3. **Training:** Participate in the training program on [Date].
4. **Mentorship:** You will be assigned a mentor to guide you through your initial projects.

Important Dates:

- Start Date: [Start Date]
- First Review: [Review Date]
- Feedback Session: [Session Date]

If you have any questions or need further assistance, feel free to reach out to [Contact Person's Name] at [Contact Email].

We look forward to a successful collaboration!

Best regards,
[Your Name]
[Your Position]
[Consultancy Name]