

Client Onboarding Timeline for New Partnerships

Dear [Client's Name],

We are excited to welcome you to [Your Company Name]! To ensure a smooth onboarding process, we have outlined the key steps in our onboarding timeline:

Onboarding Timeline

- **Week 1:** Introductory Meeting
 - Discuss goals and expectations
 - Introduce key team members
- **Week 2:** Document Collection
 - Gather necessary documents required for setup
- **Week 3:** Review & Strategy Development
 - Analyze gathered information
 - Create a customized strategy
- **Week 4:** Implementation Kickoff
 - Begin implementation of strategies and solutions
 - Set up regular check-in meetings

We are committed to making this partnership a success and are here to support you every step of the way. Please do not hesitate to reach out with any questions.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]