

# Supplier Onboarding Confirmation

Date: [Insert Date]

Dear [Supplier's Name],

We are pleased to confirm your onboarding as a supplier for [Your Company Name]. We appreciate your willingness to partner with us and look forward to a successful collaboration.

Please find below the details regarding your onboarding:

- **Supplier ID:** [Insert Supplier ID]
- **Onboarding Completion Date:** [Insert Date]
- **Key Contacts:** [Insert Contact Information]

To finalize the onboarding process, please ensure that you have submitted all necessary documentation and completed the required training sessions by [Insert Deadline].

If you have any questions or need further assistance, feel free to reach out to us at [Insert Contact Email or Phone Number].

Thank you for partnering with us!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]