

# Partnership Onboarding Communication Plan

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

Subject: Partnership Onboarding Communication Plan

Dear [Partner's Name],

We are excited to welcome you as a new partner! To ensure a smooth onboarding process, we have developed a communication plan that outlines our key touchpoints and expectations.

## Communication Objectives

- Introduce key team members and their roles.
- Outline partnership goals and objectives.
- Establish a timeline for onboarding tasks.
- Provide resources and support channels.

## Key Touchpoints

1. **Kick-off Meeting:** Schedule a meeting to discuss partnership goals (Date: [Insert Date])
2. **Weekly Check-ins:** Weekly updates until onboarding is complete (Day: [Insert Day])
3. **Progress Review:** Monthly reviews of partnership status (Date: [Insert Date])

## Resources

Please find attached our onboarding guide and any additional materials that may be helpful.

## Contact Information

If you have any questions or need assistance, please contact me at [Your Email] or [Your Phone Number].

We look forward to a successful partnership!

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]