

Partnership Onboarding Procedure

Date: [Insert Date]

Dear [Partner's Name],

We are thrilled to welcome you as our new partner at [Your Company Name]. This letter outlines the onboarding procedure to ensure a smooth transition and effective collaboration.

Onboarding Steps:

1. **Introduction Meeting:** Schedule a meeting to discuss partnership goals and expectations.
2. **Documentation Submission:** Please provide the necessary documentation as outlined in the attached checklist.
3. **Training Sessions:** Participate in our training sessions to familiarize yourself with our processes and tools.
4. **Feedback Loop:** Establish a regular feedback loop to discuss progress and address any concerns.
5. **Launch Plan:** Develop a joint launch plan for our collaboration.

We are excited to embark on this journey together and are here to support you every step of the way. If you have any questions, feel free to reach out at [Your Contact Information].

Looking forward to a successful partnership!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]