

# Partnership Onboarding Steps

Dear [Partner's Name],

We are excited to begin our partnership and would like to outline the steps to ensure a successful onboarding process:

1. **Initial Meeting:** Schedule a kickoff meeting to discuss goals and expectations.
2. **Documentation Review:** Share and review necessary documents such as contracts and guidelines.
3. **Identify Key Contacts:** Determine primary contacts from both teams for effective communication.
4. **Develop Action Plan:** Create a detailed action plan outlining roles and responsibilities.
5. **Resource Sharing:** Provide access to relevant resources, tools, and platforms.
6. **Training Session:** Conduct training sessions to familiarize both teams with processes.
7. **Feedback Loop:** Establish a system for regular feedback and check-ins throughout the onboarding process.

We look forward to a productive collaboration!

Best regards,

[Your Name]

[Your Position]

[Your Company]