Dear Partners,

We are excited to embark on the transition to our new accounting software. Below is the timeline and expectations for a smooth transition:

Timeline

- **Week 1:** Kick-off Meeting to discuss the transition plan and gather feedback.
- **Week 2-3:** Data migration and system setup.
- **Week 4:** User training sessions for all partners.
- **Week 5:** Testing phase and feedback collection.
- **Week 6:** Go-live of the new accounting software.

Expectations

During this transition period, we ask for your cooperation in the following areas:

- Attending scheduled meetings and training sessions.
- Providing timely feedback and data for migration.
- Maintaining open communication with the transition team.

We appreciate your support and commitment to making this transition successful.

Best Regards,
Your Accounting Team