

Readiness to Commence as Technical Advisor

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my readiness to commence my role as a Technical Advisor at [Company Name]. I am eager to contribute my expertise and collaborate effectively with the team to achieve our goals.

As previously discussed, I am available to start on [Insert Start Date] and I am fully prepared to engage in the responsibilities outlined during our previous conversations.

Please let me know if there are any forms or preparatory tasks you would like me to complete prior to my start date. I look forward to joining [Company Name] and contributing to the project.

Thank you for this opportunity.

Sincerely,

[Your Name]

[Your Title (if applicable)]