

Welcome Letter Template

Welcome Letter

Dear [Customer Name],

Welcome to [Company Name]. We're glad to have you with us and appreciate the opportunity to support you.

This letter is a quick introduction to what you can expect as part of your onboarding. Your main contact is [Account Manager Name], who will help guide you through the next steps.

What happens next

- Your onboarding packet is now in progress.
- Please review the included materials and complete any required forms.
- If you have questions, reach out to [Contact Email] or [Contact Phone].

- Account or membership number

[Account Number]

- Start date

[Start Date]

- Primary contact

[Account Manager Name]

- Support email

[Support Email]

We're excited to work with you and look forward to a smooth start.

Warm regards,

[Sender Name]

[Sender Title]

[Company Name]

Document Notes

- This is a reusable template.
- Replace all placeholders before sending.
- No customer-specific information is included.