

Subject: Project Kickoff: Technical Onboarding for [Project Name / Company Name]

Dear [Client Name],

It is a pleasure to officially welcome you. I am excited to begin our technical engagement and help you achieve your objectives for [Project Name].

As your Technical Consultant, my goal is to ensure a seamless integration and delivery process. To get started, please find the initial onboarding details below:

1. Primary Point of Contact

Name: [Consultant Name]

Email: [Consultant Email]

Office Hours: [Days/Times]

2. Immediate Next Steps

- **Kickoff Meeting:** Scheduled for [Date/Time] via [Meeting Link].
- **Access Requirements:** Please provide administrative access to [System/Repository/Cloud Provider] by [Date].
- **Documentation:** Please share any existing technical architecture diagrams or API documentation.

3. Project Communication

We will use the following tools to manage our workflow:

- **Project Management:** [e.g., Jira/Trello/Asana]
- **Communication:** [e.g., Slack/Microsoft Teams]
- **Code/File Sharing:** [e.g., GitHub/Bitbucket/Google Drive]

4. Deliverables for Phase 1

Our initial focus for the first [Number] days will be:

- [Task/Deliverable 1]
- [Task/Deliverable 2]

If you have any immediate technical questions or concerns, please do not hesitate to reach out.

I look forward to a successful collaboration.

Best regards,

[Your Name]
[Your Title]
[Company Name]