

[Date]

[Consultant Name]

[Consultant Title]

[Company Name]

Dear [Consultant Name],

Welcome to the team. We are pleased to have you join us as a Project Consultant for [Project Name].

Your expertise will be vital in helping us achieve our goals, specifically regarding [Brief mention of key responsibility or focus area]. We look forward to the insights and value you will bring to this initiative.

To help you get started, your primary point of contact will be [Manager/Lead Name]. They will provide you with the necessary access to project management tools, internal documentation, and the current project schedule.

Our first kickoff meeting is scheduled for [Date] at [Time] via [Location/Platform].

We are excited to work with you and look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]