

Subject: Welcome to [Company Name] - [Project Name/Consultancy Role]

Dear [Consultant Name],

We are pleased to welcome you as a Freelance Training and Development Consultant for [Company Name]. We were very impressed with your expertise and look forward to your contributions to our upcoming projects.

The primary focus of your engagement will be [Brief Description of Training Project]. Your start date is set for [Start Date].

To help you get started, please find the following information:

- **Primary Point of Contact:** [Name and Title of Manager]
- **Meeting Schedule:** [Date/Time of First Briefing]
- **Access Requirements:** [Details for internal portals or documentation]

Please ensure that all signed contract documents and your professional indemnity insurance details have been submitted to the HR/Legal portal.

We are excited to have your professional insight to help grow our team's capabilities. If you have any questions before your start date, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Company Name]