**Template: Invite client's team members to PM Tool - Systems Vault**

Subject Line: Welcome on board!

Dear SUBCONTRACTOR,

Welcome on board! Because you are part of CLIENT's team, we have sent you an invitation to join Teamwork PM. We will be using this project management tool for all correspondence and the assigning of tasks, so we ask you to please follow the link you received from Teamwork and set up your account.

For a step-by-step explanation on how to use Teamwork, please refer to the [SOP Using Teamwork For Clients.](https://drive.google.com/file/d/0B7upC_ggfN9DVkp6aFBJNTk0NVE/view?usp=sharing)

If you have any additional questions, feel free to send me an email.

YOUR NAME