**Onboarding toolkit – internal email template for admins**

Subject line: We’re joining the Taskize network

Title: Introducing Taskize

[Company greeting]

Great news! We’re joining the [Taskize](https://www.taskize.com/) network.

**What is Taskize?**

Taskize is an inter-company workflow platform that helps resolve post-trade ­­issues. It’s trusted by over 500 firms, including most of the world’s top 20 financial organisations.

**Why are we joining the Taskize network?**

By using Taskize to work with your counterparties more effectively, you’ll be able to:

* Reduce the number of emails in your inbox
* Quickly resolve queries
* Easily track the progress of your query
* Avoid missing deadlines

**Next steps**

In the next few days, you’ll receive an email from Taskize asking you to finish setting up your account by creating a password. Please do this as soon as you receive the email.

After you’ve set up your account, please bookmark Taskize to make it easier to access in future.

[Company sign off]