

Talent Sourcing and Recruitment Proposal

Date: [Insert Date]

To: [Client's Name]

From: [Your Company's Name]

Subject: Proposal for Talent Sourcing and Recruitment Services

Introduction

Dear [Client's Name],

We are pleased to present our proposal for talent sourcing and recruitment services tailored to meet your organization's needs. Our team at [Your Company's Name] is dedicated to finding the right talent that aligns with your company goals.

Scope of Services

- Talent needs analysis
- Job description formulation
- Sourcing candidates through multiple channels
- Initial screening and interviews
- Coordination of final interviews and feedback
- Assistance with offer negotiations

Timeline

The recruitment process is expected to take approximately [insert timeline] weeks from the start date.

Investment

The total cost for our services will be [insert cost]. This includes all recruiting efforts, background checks, and necessary communications.

Conclusion

We are excited about the opportunity to partner with [Client's Company Name] in sourcing top talent. Please don't hesitate to reach out if you have any questions or require further details.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]