

Consultancy Service Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

To:

[Client's Name]

[Client's Position]

[Client's Company]

[Client's Address]

[City, State, Zip]

Subject: Proposal for HR Management Solutions

Dear [Client's Name],

Thank you for considering [Your Company] for your HR management needs. We are pleased to present our proposal for consultancy services tailored to enhance your organization's human resources function.

Overview of Services

- HR Strategy Development
- Talent Acquisition and Recruitment
- Performance Management Solutions
- Employee Engagement Programs

- Compliance and Risk Management

Proposed Approach

Our approach will include an initial needs assessment followed by the development of a customized HR strategy that aligns with your business goals.

Timeline and Pricing

We anticipate that the project will take approximately [insert timeframe], with a total estimated cost of [insert amount].

Next Steps

If you find our proposal aligns with your needs, we would be happy to schedule a meeting to discuss this further.

Thank you for your consideration. We look forward to the opportunity to work with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]