

Consultancy Service Confirmation

Date: [Insert Date]

To,

[Client's Name]

[Client's Title]

[Client's Company]

[Client's Address]

Dear [Client's Name],

We are pleased to confirm our consultancy services for human resources as per our recent discussions. This service will include the following:

- Needs Assessment
- HR Policy Development
- Training and Development Programs
- Performance Management Solutions

The consultancy services will commence on [Start Date] and are expected to be completed by [End Date]. Our agreed fee for these services will be [Insert Fee], payable upon receipt of the invoice.

We appreciate the opportunity to work with [Client's Company] and look forward to contributing to your success.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]