

# Proposal for Vacancy Listing Service

Date: [Insert Date]

To: [Client's Name]

[Client's Company Name]

[Client's Address]

**Dear [Client's Name],**

We are pleased to present this proposal for our Vacancy Listing Services, designed to help your company efficiently find and attract suitable candidates for your open positions.

## Scope of Services

- Job Listing Creation
- Posting Across Multiple Job Boards
- Applicant Tracking
- Performance Analytics

## Our Approach

We utilize a strategic approach to ensure maximum visibility of your job postings, leveraging our extensive network and targeted marketing tactics.

## Investment

The total cost for our Vacancy Listing Service is [Insert Cost], which includes [brief outline of services included].

## Next Steps

If you are interested in moving forward, please contact us by [Insert Date] to discuss the details further.

## Thank You

We appreciate the opportunity to work with you and look forward to helping you fill your vacancies successfully.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]