

Outsourcing Partner Selection Criteria

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

As part of our evaluation process for selecting an outsourcing partner for our human resources functions, we have established the following criteria:

- **Experience and Expertise:** Proven track record in HR outsourcing with relevant industry experience.
- **Service Offerings:** Comprehensive range of HR services including recruitment, payroll, and employee training.
- **Technology Utilization:** Use of advanced HR technology platforms for efficiency and data management.
- **Client Testimonials:** Positive feedback and case studies from previous clients.
- **Compliance and Legal Knowledge:** Understanding of labor laws and regulations relevant to our industry.
- **Cost Structure:** Transparent and competitive pricing model with no hidden costs.
- **Scalability:** Ability to scale services up or down as per our organizational needs.
- **Communication and Support:** Effective communication protocols and dedicated support teams.

We hope to use these criteria to guide our discussions and evaluations as we move forward in our partner selection process. Please feel free to share any additional information or insights regarding these criteria.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]