

# Consultancy Services Proposal

Date: [Insert Date]

To:

[Client's Name]

[Client's Position]

[Client's Company]

[Client's Address]

Dear [Client's Name],

We are pleased to submit our consultancy proposal for Human Resources Development tailored for [Client's Company]. Our objective is to enhance your organization's HR capabilities through strategic planning, training, and development initiatives.

## 1. Background

[Briefly describe your consultancy firm and its experience in HR development.]

## 2. Objectives

The primary objectives of this consultancy project are:

- To assess current HR practices.
- To develop a customized HR strategy.
- To implement training programs to upskill your HR team.

## 3. Proposed Services

Our proposed services include:

1. HR Assessment and Gap Analysis
2. Strategic HR Planning
3. Training and Development Programs
4. Ongoing Support and Evaluation

## 4. Timeline

The project is expected to take [insert duration] from the date of commencement.

## **5. Investment**

The total cost for our consultancy services will be [insert cost]. A detailed breakdown is provided in the attached document.

## **6. Conclusion**

We believe that our collaboration can significantly benefit [Client's Company] by strengthening its HR capabilities. We look forward to discussing this proposal further.

Thank you for considering our services.

Sincerely,

[Your Name]

[Your Position]

[Your Consultancy Company]

[Your Contact Information]