

# HR Services Business Proposal

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Organization: [Recipient Organization]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to submit our proposal for HR services tailored specifically for non-profit organizations like yours. At [Your Company Name], we understand the unique challenges faced by non-profits in managing their human resources effectively while staying aligned with their mission.

## Our Services

- Recruitment and Talent Acquisition
- Employee Training and Development
- Compliance and Policy Development
- Performance Management Systems
- Employee Relations and Support

## Why Choose Us?

With years of experience working with non-profits, we offer tailored HR solutions designed to enhance your workforce's effectiveness and engagement. Our commitment is to empower your organization to achieve its goals with dedicated support.

## Proposed Timeline

We propose a phased approach, commencing with an initial assessment, followed by implementation over a three-month period.

## Investment

The total cost for our services will be [Insert Cost], which includes all consultations, resources, and ongoing support.

We look forward to the opportunity to partner with [Recipient Organization] to enhance your HR capabilities and support your mission. Please feel free to contact me at [Your Phone Number] or [Your Email] to discuss this proposal in further detail.

Thank you for considering [Your Company Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]