YOUR
LOGO

**COMPANY NAME**

HR CONSULTING PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] for your HR consulting needs. We help organizations strengthen human resource functions, improve compliance, and enhance employee engagement.

This proposal outlines how we will support [Client Name] with customized HR strategies and hands-on support to meet your workforce goals.

# Problem or Opportunity

[Client Name] is experiencing challenges with HR compliance, employee retention, performance management, or organizational development. Addressing these issues is key to attracting and retaining talent and sustaining long-term business success.

# Proposed Solution

We propose a tailored HR consulting engagement that includes reviewing existing HR policies, identifying improvement opportunities, and developing solutions that support a healthy, high-performing workplace.

Key Benefits:
- Improved compliance and reduced risk
- Enhanced employee experience and engagement
- Streamlined HR operations and better decision-making

# Scope of Work

Our HR consulting services include:

- HR policy and handbook review
- Talent acquisition and onboarding strategy
- Performance management system design
- Employee engagement and retention planning
- Training and leadership development
- Compliance audits and HR documentation support

# Timeline

Estimated schedule for review, implementation, and support:

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Estimated Date |
| Initial Assessment | Review current HR processes and documents | [Start Date] |
| Strategy Design | Develop custom HR solutions | [Date] |
| Implementation Support | Rollout new processes or policies | [Date] |
| Review & Feedback | Evaluate impact and next steps | [Completion Date] |

# Pricing

Estimated pricing for HR consulting services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| HR Audit & Compliance Review | Policy and documentation review | [Amount] |
| Strategy Development | Talent, onboarding, performance systems | [Amount] |
| Training & Support | Workshops, templates, and updates | [Amount] |
| Total |  | [Total] |

# About Our Company

[Your Company Name] is an HR consulting firm focused on building strong people strategies for growing organizations.

- Experience: [X] years in HR strategy, compliance, and development
- Clients: Small to mid-sized businesses across industries
- Mission: To help businesses grow through empowered and engaged teams

# Case Studies / Testimonials

Case Study: [Previous Client Name]

- Project: Full HR policy update and engagement survey
- Outcome: Reduced turnover by 15% and improved internal communications

Testimonial:
“[Your Company Name] helped us overhaul our HR function and create a culture that people want to be part of.” — [Client Name], [Title], [Company]

# Terms and Conditions

Payment Terms: 50% deposit to start, 50% upon final deliverables.
Confidentiality: All employee and business data remains strictly confidential.
Revisions: Includes one revision round to policy and strategy documents.

# Acceptance

To proceed with your HR consulting engagement, please sign below.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name: [Client’s Printed Name]
Title: [Client’s Title]
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_