YOUR  
LOGO

**COMPANY NAME**

HR CONSULTING PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] as your HR consulting partner. We specialize in providing strategic human resources support that aligns with business goals, enhances employee experience, and ensures compliance.  
  
This proposal outlines our approach to delivering HR consulting services to [Client Name].

# Project Objectives

The primary goals are:  
  
- Improve HR policies, procedures, and compliance  
- Enhance talent acquisition, retention, and performance  
- Streamline HR operations and systems  
- Provide ongoing strategic HR support and guidance

# Proposed Services

Our HR consulting services include:  
  
- HR audit and policy development  
- Talent acquisition and onboarding strategy  
- Performance management and employee engagement programs  
- Compensation, benefits, and compliance advisory  
- HRIS implementation and process optimization

# Scope of Work

Scope includes:  
  
- Initial HR assessment and stakeholder interviews  
- Development and delivery of tailored HR recommendations  
- Policy and documentation updates  
- Optional ongoing support, training, and coaching  
- Final report with actionable insights and timelines

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Assessment & Planning | Conduct HR audit and stakeholder consultation | [Start Date] |
| Development | Create policies, processes, and strategic plan | [Date] |
| Implementation | Support execution of recommendations | [Date] |
| Review & Follow-Up | Deliver final report and debrief | [Completion Date] |

# Pricing

Estimated cost breakdown for HR consulting services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| HR Audit | Evaluate current HR policies and compliance | [Amount] |
| Strategy Development | Design HR programs and improvements | [Amount] |
| Documentation & Training | Update policies and train stakeholders | [Amount] |
| Ongoing Support | Optional monthly advisory services | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is an experienced HR consultancy supporting businesses with strategic and operational HR solutions.  
  
- Experience: [X] years working with SMBs, nonprofits, and enterprises  
- Expertise: HR compliance, recruiting, engagement, and systems  
- Mission: To strengthen HR capabilities and improve workforce outcomes

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: HR infrastructure setup for a growing tech startup  
- Outcome: Implemented policies, reduced turnover, and improved hiring process  
  
Testimonial:  
“[Your Company Name] was instrumental in building a solid HR foundation. Their expertise brought structure and clarity to our people operations.” — [Client Contact]

# Terms and Conditions

Payment Terms: 50% upfront, 50% upon final delivery.  
Service Scope: Includes assessment, recommendations, documentation, and optional support.  
Client Responsibilities: Provide access to HR documents, systems, and internal stakeholders.  
Adjustments: Any changes in scope, timeline, or deliverables must be agreed in writing.

# Acceptance

To approve this HR consulting proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_