YOUR  
LOGO

**COMPANY NAME**

EMPLOYEE ONBOARDING PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to enhance your employee onboarding process. We specialize in creating structured, engaging onboarding experiences that accelerate new hire productivity and boost retention.  
  
This proposal outlines how we will support [Client Name] in designing and implementing a successful onboarding program.

# Problem or Opportunity

[Client Name] is looking to improve the onboarding process to ensure new hires feel supported, aligned with company culture, and equipped to contribute quickly. A lack of structure can lead to poor retention and engagement.

# Proposed Solution

We propose developing a customized onboarding program that includes pre-boarding, orientation, role-specific training, and ongoing support.  
  
Key Benefits:  
- Increased retention and employee satisfaction  
- Faster ramp-up time  
- Stronger cultural integration and engagement

# Scope of Work

Our onboarding services include:  
  
- Current process audit  
- Onboarding roadmap and checklist development  
- Welcome materials and orientation guides  
- Manager training for onboarding success  
- Automation tools and scheduling templates  
- Feedback collection and improvement loops

# Timeline

Estimated schedule for planning, development, and rollout:

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Estimated Date |
| Audit & Planning | Review current onboarding process | [Start Date] |
| Design Phase | Create templates, checklists, and flow | [Date] |
| Implementation | Rollout onboarding materials | [Date] |
| Feedback & Adjustment | Collect data and refine approach | [Completion Date] |

# Pricing

Estimated pricing for onboarding program development and implementation:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Audit & Assessment | Evaluate existing onboarding | [Amount] |
| Design & Materials | Templates, welcome kit, checklists | [Amount] |
| Implementation Support | Rollout coordination and feedback | [Amount] |
| Total |  | [Total] |

# About Our Company

[Your Company Name] is a human capital consultancy helping businesses improve employee experience through better systems, training, and communications.  
  
- Experience: [X] years in HR operations and onboarding design  
- Focus: Growth-stage companies, hybrid/remote teams  
- Mission: To create smooth, consistent onboarding journeys that drive long-term engagement

# Case Studies / Testimonials

Case Study: [Previous Client Name]  
  
- Project: Full onboarding overhaul for remote startup  
- Outcome: 45% faster ramp-up time, 90% first-year retention  
  
Testimonial:  
“[Your Company Name] helped us build a scalable onboarding process that feels personal and professional.” — [Client Name], [Title], [Company]

# Terms and Conditions

Payment Terms: 50% at project start, 50% upon delivery.  
Confidentiality: All company and employee data is treated confidentially.  
Revisions: One revision round included post-feedback.

# Acceptance

To begin this onboarding engagement, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client’s Printed Name]  
Title: [Client’s Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_