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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_