YOUR  
LOGO

**COMPANY NAME**

HR OUTSOURCING PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] for your HR outsourcing needs. We provide end-to-end human resources solutions to help businesses streamline operations, maintain compliance, and enhance employee satisfaction.  
  
This proposal outlines how we will support [Client Name] by managing essential HR functions so you can focus on your core business.

# Problem or Opportunity

[Client Name] is seeking to reduce administrative burden, manage HR compliance more effectively, or access HR expertise without hiring a full internal team.

# Proposed Solution

We propose a comprehensive HR outsourcing engagement that includes handling core HR functions, delivering ongoing support, and providing strategic HR guidance.  
  
Key Benefits:  
- Cost-effective access to HR experts  
- Reduced compliance risks  
- Improved employee experience

# Scope of Work

Our HR outsourcing services include:  
  
- Payroll processing and administration  
- Benefits management and enrollment  
- Employee relations and HR support  
- HR policy and handbook maintenance  
- Performance management and compliance tracking  
- Hiring support and onboarding

# Timeline

Estimated onboarding and rollout schedule for HR services:

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Estimated Date |
| Kickoff | Align on scope and gather HR data | [Start Date] |
| System Setup | Implement tools and workflows | [Date] |
| Go-Live | Begin day-to-day HR services | [Date] |
| Ongoing Support | Monthly reporting and updates | [Ongoing] |

# Pricing

Estimated monthly or annual pricing for HR outsourcing services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Monthly Cost |
| Payroll & Benefits | Processing and administration | [Amount] |
| Employee Support | Employee relations, onboarding | [Amount] |
| HR Compliance | Policies, documentation, audits | [Amount] |
| Total |  | [Total] |

# About Our Company

[Your Company Name] is a full-service HR firm offering scalable solutions for companies of all sizes.  
  
- Experience: [X] years supporting clients in [industries]  
- Certifications: SHRM, HRCI, PEO affiliations  
- Mission: To deliver compliant, employee-centric HR services with efficiency and care

# Case Studies / Testimonials

Case Study: [Previous Client Name]  
  
- Project: Full HR outsourcing for a 50-person firm  
- Outcome: 40% time savings on HR admin and improved employee satisfaction  
  
Testimonial:  
“[Your Company Name] became our HR backbone. Their team keeps everything running smoothly.” — [Client Name], [Title], [Company]

# Terms and Conditions

Payment Terms: Monthly retainer billed in advance.  
Confidentiality: All employee and business data is handled securely.  
Contract Duration: Initial term of 12 months, renewable annually.

# Acceptance

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