YOUR  
LOGO

**COMPANY NAME**

EMPLOYEE-HANDBOOK UPDATE PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to assist with updating your Employee Handbook. We specialize in aligning HR documentation with current laws, company policies, and industry best practices.  
  
This proposal outlines our approach to reviewing and updating [Client Name]'s employee handbook.

# Project Objectives

The primary goals are:  
  
- Ensure the employee handbook complies with current labor laws and regulations  
- Reflect company culture, policies, and procedures accurately  
- Clarify employee rights, responsibilities, and company expectations  
- Enhance usability and accessibility of the handbook

# Proposed Services

Our employee handbook update services include:  
  
- Review of the current handbook for outdated content or compliance gaps  
- Legal review and alignment with current federal, state, and local employment laws  
- Updates to policies, formatting, and structure  
- Recommendations for new or emerging policy areas (e.g., remote work, DEI)  
- Delivery of a fully revised, formatted, and branded handbook  
- Optional: Staff training or handbook rollout support

# Scope of Work

Scope includes:  
  
- Initial consultation and handbook audit  
- Drafting and updating content across key sections (e.g., leave policies, conduct, benefits)  
- Legal compliance review  
- Formatting and preparation of final document  
- Optional presentation or training for HR/staff

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Initial Audit | Review current handbook and gather requirements | [Start Date] |
| Content Drafting | Update policies and align with legal standards | [Date] |
| Formatting & Review | Refine layout and perform compliance checks | [Date] |
| Delivery & Optional Training | Deliver final document and provide support | [Completion Date] |

# Pricing

Estimated cost breakdown for employee handbook update services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Handbook Audit | Review existing content and identify required updates | [Amount] |
| Policy Updates | Revise content for compliance and clarity | [Amount] |
| Design & Formatting | Prepare a polished, branded final document | [Amount] |
| Optional Training | Provide rollout guidance or training sessions | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted HR consulting partner providing policy development and documentation support.  
  
- Experience: [X] years in HR compliance and policy writing  
- Expertise: Employment law, handbook development, HR best practices  
- Mission: To help companies communicate clearly, remain compliant, and support a positive workplace culture

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Full employee handbook overhaul for a regional tech firm  
- Outcome: Modernized handbook, improved legal compliance, and streamlined onboarding  
  
Testimonial:  
“[Your Company Name] provided expert guidance and delivered a thorough, user-friendly handbook update.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, balance upon final delivery.  
Service Scope: Includes review, updates, formatting, and optional training.  
Client Responsibilities: Provide access to existing documents and HR contacts.  
Adjustments: Scope changes require mutual agreement and may affect cost and delivery timeline.

# Acceptance

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