

# HUMAN RESOURCES PROPOSAL TEMPLATE

Proposal Prepared For: \_\_\_\_\_

Prepared By: \_\_\_\_\_

## Client Information:

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

## Proposal Overview:

This Human Resources Proposal outlines the services, scope, and terms offered to support your organization's workforce management needs. Our goal is to provide comprehensive HR solutions tailored to enhance productivity, compliance, and employee satisfaction.

## Scope of Services:

- Recruitment and Staffing: Sourcing, screening, and onboarding qualified candidates.
- Employee Relations: Conflict resolution, policy enforcement, and workplace investigations.
- Compliance Management: Ensuring adherence to labor laws and regulations.
- Training and Development: Designing and delivering employee training programs.
- Performance Management: Assisting with evaluations, feedback, and improvement plans.
- Benefits Administration: Managing employee benefits and compensation plans.

## Deliverables:

- Customized HR policy manual.
- Regular compliance audits and reports.
- Recruitment campaign plans.
- Training session schedules and materials.
- Monthly performance review templates.
- Employee benefits documentation.

## Proposal Fees and Payment Terms:

The total fee for the services described in this proposal is \_\_\_\_\_ USD. Payment shall be made according to the following schedule:

- 50% deposit upon acceptance of this proposal.
- Remaining balance upon delivery of agreed deliverables.

All payments are non-refundable and subject to applicable taxes.

## Terms and Conditions:

### 1. Confidentiality

Both parties agree to maintain confidentiality of all proprietary information shared during the engagement.

**2. Termination**

Either party may terminate this agreement with thirty (30) days written notice. Fees for services rendered up to termination shall be payable.

**3. Liability**

Service provider’s liability for any claim arising out of this agreement is limited to the total fees paid.

**4. Governing Law**

This agreement shall be governed by the laws of the State of \_\_\_\_\_ without regard to conflicts of law principles.

**5. Entire Agreement**

This document represents the entire agreement between the parties and supersedes any prior understandings.

**6. Amendments**

Any modifications must be made in writing and signed by both parties.

**7. Dispute Resolution**

Disputes arising under this agreement shall be resolved by binding arbitration in accordance with the rules of the American Arbitration Association.

**8. Independent Contractor**

Service provider is an independent contractor and not an employee of the client.

**9. Indemnification**

Each party agrees to indemnify and hold harmless the other from any claims arising from breach of this agreement.

**10. Force Majeure**

Neither party shall be liable for delays or failure to perform due to causes beyond their reasonable control.

**AUTHORIZED SIGNATURE (CLIENT)**

**AUTHORIZED SIGNATURE (SERVICE PROVIDER)**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Original source of this document:

<https://docs-worklife.com/hr-proposal-template/>

Did you find this template helpful?

Find more updated templates at:

<https://docs-worklife.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.