

HR BUSINESS PROPOSAL TEMPLATE

Proposal drafted by:

Name of the company: _____ [mention the proper name of the proposal-drafting organization]

Address: _____ [give proper mailing address]

Contact number: _____

Website address: _____

Proposal prepared by: _____
[mention the name(s) of the officer(s) preparing the HR business proposal]

Proposal given to:

Name: _____ [mention the name of the business firm or representative to whom the proposal has been subject to]

Address: _____ [provide the postal address here]

Contact details: _____ [telephone]

_____ [fax]

_____ [email id]

Proposal approved by: _____
[mention the name of the business personnel approving the HR proposal]

Proposal for: _____ [mention and discuss the purpose for which this HR business proposal is being drafted]

Details of the proposal:

[Mention the particulars of the HR proposal and describe the specific scheme in details]

- _____ [1st particular]

_____ [work plan]

_____ [description]

- _____ [2nd particular]

_____ [work plan]

_____ [description]

- _____ [3rd particular]

_____ [work plan]

_____ [description]

HR business proposal would remain valid till _____ [specify the date]