



Proposal for Staffing

By: Ashwani Kr Dhanani

(Operations Head – Recruitment Advisory Line)

Hello respected sir/madam, hope this proposal letter finds you in the best state of mind.

Myself 'Ashwani' and I serve as Operations Head for 'Recruitment Advisory Line'. Based on conversation with you, I am describing my company's profile moving forward. We provide manpower solution to almost all industries but our forte is in IT and Health sector. We have a healthy database of satisfied clients/employers/employees. Being in the trade since 2009, we understand position requirements really well. Our in-depth understanding of the roles and kind of candidature it demands puts us in strong position. We are able to accomplish this due to our strong core values and our ethics which are never compromised.

I hereby request you to go through our company profile by visiting our Job Portal (www.raljob.com). A PPT is also attached in this email. If you provide us an opportunity to serve you for all your recruitment needs, we will be honored and won't miss at our targets.

Putting our focus on our service charges, we charge 5.33% to 12.33% of annual CTC (*based on job description and level of hiring*).

Our USP: We screen applicants strictly on stability grounds, those who agree to sign an agreement with hiring organization are only approved by our team, rest are rejected.

Your Recruitment will cost you:-

8.33% of annual CTC of selected candidates. (Retention Guarantee: 90 days)

Bills amounting below 20,000 INR shall be payable in advance whereas bills above 20,000 INR shall be payable 50% in advance and rest payment must be done in 7 days from the date of joining of the applicant (No dues shall be left unpaid after 7 days of placement). A replacement warranty of 90 days from the date of joining of applicants will be provided. This means if an applicant leaves the job within 90 days of his/her joining date, we shall provide the replacement soon for such applicant and at no cost.

Alternative Solution (Not Recommended & applicable only if separate written consent given by us):

6.33% of annual CTC of selected candidates. (Retention Guarantee: 60 days)

Note: Minimum billing per recruitment (each hiring) is 10,000 INR. Below this is not feasible at all.

A short briefing of our company is enclosed to this letter where it states and depicts our activities and sectors we are in.

I hope to commence business relations with you soon and would be keen to see your thoughts on this.

Thanks & Regards.

*Yours Sincerely,
Ashwani Kumar
Placement cum Operation Head
Recruitment Advisory Line
Tel:- 8808325173, 9198302308*



Signature:_____

For Client

Name:

Business Name:

In acceptance with above mentioned terms:

Signature:_____