

HR Consulting Engagement Letter

Date: _____

Client: _____

Address: _____

City, State, Zip: _____

Dear _____,

This letter confirms the engagement of HR Consulting services between _____ ("Client") and _____ ("Consultant").

1. Scope of Services

The Consultant will provide the following services:

2. Engagement Period

Services will commence on _____ and continue until _____ unless terminated in accordance with this agreement.

3. Fees and Payment

The Client agrees to pay the Consultant as follows:

Payment terms: _____

4. Confidentiality

Both parties agree to maintain confidentiality of all proprietary information exchanged during this engagement.

5. Termination

Either party may terminate this agreement with written notice of _____ days.

6. Acceptance

Please sign and return a copy of this letter to indicate your acceptance of these terms.

Client Representative

Date: _____

Consultant
Date: _____

Thank you for this opportunity. We look forward to working together.