

Human Resources Consulting Engagement Letter

Date: _____

To:

[Client Name]

[Client Address]

[City, State ZIP]

Dear [Client Contact Name],

We are pleased to confirm our understanding of the services we will provide to you. This letter details the terms and objectives of our Human Resources Consulting engagement.

Scope of Services

Our firm will provide Human Resources consulting services as outlined below:

- Evaluation of current HR policies and practices.
- Recommendations for process improvements and compliance.
- Assistance with recruitment, onboarding, and employee relations.
- Other HR services as agreed upon in writing.

Fees and Payment Terms

Our services will be billed at the rate of \$_____ per hour, plus agreed-upon expenses. Invoices will be issued monthly and are payable within 30 days of receipt.

Confidentiality

We will maintain the confidentiality of all information obtained during the course of our engagement, except as required by law or with your written consent.

Term and Termination

This agreement will commence on the date signed below and will continue until either party provides written notice of termination.

Acceptance

Please sign below to confirm your acceptance of the terms of this engagement letter. We look forward to working with you.

[Consultant Name]

[Firm Name]

Accepted by:

[Client Name/Title]

Date: _____

