

## **Proposal letter for Service Agreement with for HR services**

Dear Sir/Madam,

Greetings from MAYA HR Solutions!

MAYA HR Solutions is India's fastest growing human resource consultancy firm based in Sanquelim, Goa providing recruitment consulting, training & development solutions to customers. We are committed to work ethically with the understanding of our client's core needs.

We envision being recognized as an efficient and impeccable HR Consulting partner. Our principle lies in being the premier choice for organizations for all their HR needs being the perfect match for them like finding the right part to complete a puzzle.

Your One-Stop Solution for all Your HR needs!

As HR Consultant, we provide the following services:

HR Consulting

Recruitment

HRMS Software

Corporate Training

Employee Training & Development

Executive Interactions

The following is the proposal for Recruitment services for your esteemed organization.

- We have a team of skilled recruiters and headhunters who source right candidates from our private database, College network for freshers, Govt. Employment Exchanges, and job portals.
- We cater recruitment solutions to various industries like BPO, IT, Startups, Telecom, Banking, Financial, Hardware, Retail, Fashion, Media, Entertainment, Hospitality, Healthcare, Medical, FMCG and many more.

Flat A1, Shanta Commercial Complex, Gokulwadi, Sanquelim—Goa  
Mobile: +91 8483079401 associate@mayahrsolutions.com

### Terms of Proposal

- The service charge is 8.33% of the Annual CTC (plus taxes as applicable) of the selected candidate.
- Payment to be processed on or before 15 days from the date of joining of the candidate.
- Late payment fees would be applicable post the due date and would be subjected to the applicable taxes.
- If the candidate leaves the organization and the same is informed to us within 90 days from the date of joining, a one-time replacement will be provided at no extra cost.
- All candidate details/resumes shared if hired for a different position or a different company through the same chain of command (Partner firm, sister concern, group company) would be billed towards recruitment charges as well.
- Screening: MAYA HR Solutions will do the 1st level screening and only candidates who satisfy the criteria of requirements should be sent to the company.
- Validity of terms: This Agreement shall be **effective after submission** and be valid for a period of one year and unless terminated earlier in accordance with the terms specified hereunder.
- Termination: This agreement will terminate on the happening of any one or more of the following events: on the expiry of its term or if either party terminates this agreement by giving a prior notice of two weeks in writing to the other party or by mutual consent of the parties, without assigning any reason whatsoever.

'All proposal terms are subject to approval and confirmation within 48 hours of receipt of the email.

Thanking You:

**From Maya HR Solutions**