Date:

Name of the recipient,

Name of the company,

**Subject: Proposal for hiring services**

Respected sir,

We are so glad that we have got the opportunity to serve you by recruiting individuals that are perfect for the job position in your company. ABC Company is adept at finding candidates that are the right fit for a vacant position in its client’s company. It is our main priority to ensure that our clients don’t regret hiring individuals that we choose for them.

In this time and age, finding the best talent that is also qualified and experienced is a big challenge. We always strive to protect our clients from getting into this hunt and wasting their valuable time. Our main priority is to find someone who perfectly meets the eligibility criteria. We evaluate the resume of candidates first and then refer them to our clients.

In order to discuss terms and conditions of working with us and service charges, you can contact us on our office phone number and email address

Thanking you

Signatures

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