

[Your Name]
[Your Job Title]
[Your Company Name]
[Date]

[Recipient Name]
[Recipient Job Title]
[Recipient Company Name]

Subject: Proposal for Exclusive Staffing Partnership and Terms of Business

Dear [Recipient Name],

Following our recent discussion regarding your upcoming hiring requirements, I am pleased to formally propose an exclusive partnership between [Your Company Name] and [Recipient Company Name] for your temporary staffing needs.

By operating as your exclusive provider, we can commit dedicated resources to deeply understand your company culture and technical requirements, ensuring a higher quality of candidate and a more streamlined onboarding process. We believe this focused approach will significantly reduce your time-to-hire and administrative burden.

Please find enclosed our Standard Temporary Staffing Terms of Business. This document outlines our service levels, fee structures, and the contractual framework of our engagement.

Key highlights of this proposal include:

- Priority access to our pre-vetted temporary talent pool.
- A dedicated account manager as your single point of contact.
- Optimized rates based on the exclusive nature of this agreement.

Please review the attached terms. Once you are satisfied, I would appreciate it if you could sign and return a copy for our records. If you have any questions or wish to discuss specific clauses, I am available at your convenience.

We look forward to the possibility of building a long-term, successful partnership with [Recipient Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Phone Number]
[Your Email Address]

Enclosure: Standard Temporary Staffing Terms of Business