

# Staffing Proposal

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**Prepared For :**

CygniSoft Inc.

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30 Maritime Ontario Blvd  
Unit 28, Brampton, Ontario L6S0C2

# coverletter

Dear Client,

Finding and keeping high-quality employees is one of the biggest and most important challenges facing your organization. Whether the position you need to fill is ordinary or extraordinary, temporary or permanent, CygniSoft Inc. can help.

Our comprehensive recruitment system, rigorous screening process, and full onboarding services guarantee you get the right person in the right role - or the right people in the right positions. We have a broad and deep network of candidates to draw from, and we're connected to the biggest employers and professional associations in your industry. The decision to hire a staffing service is like any other outsourcing choice, and chances are that staffing, like accounting and IT, is not a good use of your valuable time. Stop spending precious business development hours on human resources, and let the experts do the work.

This proposal outlines CygniSoft Inc.'s full range of staffing services. I look forward to discussing your needs in more detail.

Sincerely,  
Ambarish Sharma (Director-Operations)  
CygniSoft Inc.

# about us

CygniSoft Inc. has been in business for more than 5 years. We provide full recruitment, screening, processing, payroll, and onboarding services for your temporary, permanent, and full-time employee needs.

Our professional consultants have robust networks in the sales, administration, IT, banking, financial services, management, automotive, aerospace, construction, and real estate sectors. They can advise you on matters of corporate resource planning, employee compensation and benefits, succession, and contracting out.

We work in partnership with your management team, hiring manager, or HR department to determine what you require to increase your capacity while maximizing your hiring budget.

# the team

Chetan Salwan  
Director- Head of Recruitment

Tanya Sherman  
HR Lead

Veenu Gopal  
Payroll Specialist





# what we do?

CygniSoft Inc. offers a full complement of human resource and recruitment services.

## Temporary employees

Hiring temporary employees gives you the flexibility to cope with busy times while protecting your bottom line. Whether your business is seasonal, or you take on special projects and need to beef up your staff short-term, temporary staffing is a great solution. Always scalable, always available, our well-qualified pool of temporary employees is ready to hit the ground running. As a bonus, we take care of payroll, onboarding, and performance management.

## Temporary to hire

Hiring a permanent employee is a big commitment. With our temporary to hire program, we'll place a pre-screened candidate with you for a probationary period. As with any temporary employee, we handle the payroll. At the end of that time, if the fit is good, the employee is yours! If not, we're happy to provide you with another suitable candidate.



# what we do?

## Permanent

Get your hiring right the first time. Our rigorous recruitment process includes getting to know you and your corporate culture, and matching that with the most current labour market information. Our screening, interview, testing, and negotiation process takes the guesswork out of finding the perfect candidate. Once you've selected your new employee, we'll walk you through the negotiation and hiring process using our in-depth industry knowledge to determine compensation, benefits, and perks.

## Contract

If you need a highly specialized employee or expert for a short-term project, we can help. Our years in the business and broad network of contacts allow us to draw from the best and brightest the region has to offer.



# fees

Fees are based on which type of staffing service you require. Based on your needs, we can customize a price structure that is right for your particular business, whether temporary, permanent, or a combination of both. Our fees are designed to provide a high rate of return on your investment by providing high calibre talent without the high calibre headache that often comes with the hiring process.



# our agreement

There is no contract to sign right now. Simply let us know what your staffing needs are by getting in touch with me at 905.782.2002 or [manager@cygnisoft.com](mailto:manager@cygnisoft.com), and we'll get to work.

Remember - no staffing problem is too big or too small! We're here to help. To let us know you've reviewed our proposal, kindly sign in the space provided below.

# CYGNISOFT INC.

**THANK YOU, AND WE LOOK FORWARD TO  
WORKING WITH YOU.**

**CygniSoft Inc.**

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