



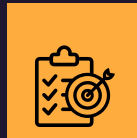
## Why Choose Us?

- 1** Cost-Effective & Scalable  
Pay only for what you need — no overheads, no long-term contracts.
- 2** Time-Saving Support  
We take care of day-to-day HR work so you can focus on growing your business.
- 3** Reliable & Professional  
Timely, confidential, and committed support — just like your in-house team.
- 4** Remote, Yet Connected  
Available virtually but always aligned with your goals and team culture.

## About Us

We are a team of an experienced HR professionals with 8+ years in HR and 5+ years in training. We support startups and small businesses remotely through Vital HR Solutions — offering HR help without the cost of a full-time hire.

## Services



- Job descriptions & policy drafting
- Resume screening & interview setup
- Onboarding & exit process
- Employee file management
- Leave tracker, timesheets, and HRMS setup
- Performance review formats & training coordination



### Small HR Tasks:

- Offer & appointment letters
- Attendance & leave tracker
- Internships & NDA forms
- Employee engagement & birthday planner
- Feedback forms & induction checklist



**Remote HR Services for Startups & Small Businesses**





## What We Offer?

- End-to-End Recruitment Support
- Job posting, screening, shortlisting, and coordination
- HR Documentation & Compliance
- Policies, JDs, contracts, offer & relieving letters
- Employee Lifecycle Support
- Onboarding, induction, engagement & exit formalities
- Performance & Training Assistance
- Goal setting, appraisals, and training coordination
- Operational HR Tools
- Setup of leave trackers, HRMS guidance, payroll basics
- Small, Everyday HR Tasks
- Attendance sheets, birthday planners, checklists & forms

## Contact Us



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Remote

"As a growing startup, we couldn't afford a full-time HR team, but Vital HR Solutions filled that gap perfectly. The support we received—from recruitment to onboarding—was professional, timely, and tailored to our needs. It's been a huge relief to have a dependable HR partner we can trust."



## Achievements



## Our Mission

Our mission is to empower startups and small businesses by offering affordable, reliable, and professional HR services remotely — helping them build strong, people-first workplaces without the cost of full-time staff. We aim to be the go-to virtual HR partner for businesses that value time, trust, and talent.