

HR06 · STEP 5 · FINAL

Offer Email & Negotiation Talking Points

## Accepted Offer Details

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Final handoff summary capturing accepted terms, commitments, open follow-ups, and start logistics for recruiting and onboarding teams.

### ABOUT THIS DOCUMENT

This is a **sample** deliverable from the **Offer Email & Negotiation Talking Points** workflow (HR06) in AGASI AiOS. It shows the expected structure and tone. All names, numbers, and facts are **fictional**.

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# Accepted Offer Details

**Role:** Senior Data & AI Consultant - Data & AI Advisory **Organisation:** Northbridge Advisory Partners **Date:** Post-acceptance record (current offer cycle) **Compiled by:** Talent Acquisition Lead, Talent Acquisition **Status:** Offer Accepted

## Candidate Name

[Candidate Name - to be completed by Talent Acquisition Lead]

## Role Title

Senior Data & AI Consultant

## Department

Data & AI Advisory

## Reporting Line

Reports to: Practice Head, Data & AI Advisory

## Start Date

Proposed start date aligned to the post-notice window (summer slot following notice period)

The candidate confirmed a 3-month notice period with their current employer. Acceptance and notice submission occurred within the offer response window on the same day. No early release was negotiated.

## Compensation Summary

Component	Agreed Terms
Base salary	USD 77,000 per annum
Pension	Employer contribution 5%, employee contribution 3% (minimum)
Private medical insurance	Individual cover from start date
Family medical cover	Exception approved by HR Director - family cover effective from start date (waiving standard 12-month waiting period). Ref: HR-EXC-2026-0047.
Life assurance	4x base salary
Annual leave	25 days plus bank holidays
Annual learning budget	USD 2,000 per calendar year
Flexible working	Hybrid model - minimum 3 days per week in office or on client site
Signing bonus	None

**Negotiation notes:** The candidate countered the initial offer of USD 76,000 with a request for USD 78,000 citing competing interest. The Practice Head, with HR Director approval, agreed to USD 77,000 as the final position. The candidate accepted. Family medical cover from day one was approved as an exception after the HR Director confirmed the upcoming policy review was likely to reduce the waiting period for SC-3 grade and above.

## Special Conditions

- 1. Employment date clarification (resolved):** The candidate provided a signed consultancy agreement covering January-February 2021 at Meridian Consulting Group, confirming the period was a pre-employment arrangement before formal employment commenced in March 2021. Documented in background check file - no further action required.
- 2. Right-to-work:** Documentation received and verified in the pre-start compliance window.
- 3. Reference check (resolved):** The targeted reference check on the insurance AI strategy engagement confirmed the candidate's direct scope ownership, including weekly CTO steering committee management and delivery of the knowledge transfer framework. The Practice Head's assessment of Strong project leadership was validated. Reference filed under REF-2026-0198.

## Candidate Context for Onboarding

The candidate is an experienced data and AI consultant with production LLM deployment skills, strong stakeholder management capability, and confirmed consulting engagement leadership. They expressed interest in client-facing work from day one and longer-term team leadership progression. Their informal self-onboarding style ("I just dive in and figure it out") may need alignment with Northbridge's structured 90-day programme - this was flagged in the interview debrief as a non-blocking observation. The candidate values continued professional development (asked about learning budget in their first conversation) and holds an active Azure AI Engineer Associate certification (recent renewal, validity confirmed).

## Outstanding Items

Item	Owner	Deadline	Status
IT equipment provisioning (laptop, accounts, access)	HRIS Administrator	One week before start	Not started
Practice Head to confirm first engagement staffing	Practice Head, Data & AI Advisory	Early in the start month	Not started
90-day onboarding plan creation (HR08)	Talent Acquisition Lead / Practice Head	One week before start	Not started
Engineering standards review - include in onboarding plan	Practice Head, Data & AI Advisory	During first 30 days	Not started
ATS template update (CR-2026-0041) - legacy scorecard labels	HRIS Administrator	Before next interview cycle	Outstanding from HR05