[COMPANY LETTERHEAD]

LETTER OF INTENT TO HIRE

Date:

CANDIDATE INFORMATION: Full Name: Address: ***Phone:***

Email:

Dear ,

On behalf of (Company Name), I am pleased to present this Letter of Intent regarding your potential employment as (Position Title).

This letter outlines our preliminary intent to offer you employment, subject to the following terms:

POSITION DETAILS: Position Title: Department: ***Reporting to:***

 Start Date: Employment Type: ☐ Full-time ☐ Part-time ☐ Contract Work Location: Schedule:

COMPENSATION: Base Salary/Wage: $ per ☐ hour ☐ week ☐ month ☐ year Payment Frequency: ☐ Weekly ☐ Bi-weekly ☐ Monthly ☐ Other: Bonus Eligibility:

BENEFITS: Health Insurance: ☐ Yes ☐ No - Effective: *Retirement Plan:* ☐ *Yes* ☐ *No - Details:* Paid Time Off: Additional Benefits:

CONTINGENCIES: This offer is contingent upon: ☐ Background check ☐ Reference verification ☐ Drug screening ☐ Proof of eligibility to work ☐ Other: ☐ Other:

IMPORTANT NOTES: 1. This Letter of Intent remains open for your consideration until (date). 2. To indicate your interest in proceeding, please sign below and return this letter by (date). 3. Upon receipt, we will prepare a formal employment agreement with complete details of the terms discussed. 4. This Letter of Intent is not a binding employment contract and does not guarantee employment. Either party may discontinue the hiring process at any time before the execution of a formal employment agreement.

We are excited about the possibility of welcoming you to our team. If you have any questions or would like to discuss any aspect of this letter, please contact:

Name: Title: ***Phone:*** Email:

Sincerely,

Signature

Printed Name

Title

ACKNOWLEDGMENT:

I acknowledge receipt of this Letter of Intent and express my interest in continuing the employment process with the company.

 Candidate Signature Date

Printed Name