**LETTER OF INTENT TO HIRE**

[MM/DD/YYYY]

[SENDER NAME]

[SENDER STREET ADDRESS]

[SENDER CITY, STATE, ZIP]

[RECIPIENT NAME]

[RECIPIENT STREET ADDRESS]

[RECIPIENT CITY, STATE, ZIP]

**RE: Intent to Employ [EMPLOYEE NAME]**

This Letter of Intent (the “Letter”) sets forth the proposed terms and conditions of an employment agreement between the Employer and Employee (the “Parties”) and shall govern the relationship between the Parties until replaced by a definitive, formal agreement addressing the same transaction and subject matter (the “Definitive Agreement”). The agreement considered in this Letter and in the Definitive Agreement is subject in all respects to the following:

1. **THE EMPLOYER**. [EMPLOYER NAME] (the “Employer”).
2. **THE EMPLOYEE**. [EMPLOYEE NAME] (the “Employee”).
3. **CLASSIFICATION**. Employee shall be considered  Full-Time  Part-Time.
4. **EMPLOYMENT PERIOD**. The employment period shall be  At-Will  Fixed-Term.
5. **PAYMENT**. Employee shall be paid $[AMOUNT]  Per Hour  Annual Salary.
6. **PAYMENT FREQUENCY**. Payment shall be distributed to the Employee on the following basis: (check one)

Weekly  Bi-Weekly  Monthly  Quarterly  Annually.

1. **START DATE**. It is the intention of the Employer to have the Employee begin employment no later than [MM/DD/YYYY].
2. **RESPONSIBILITIES**. Employee shall be given the job title of [JOB TITLE], which will involve the following responsibilities:

[DESCRIBE WORK RESPONSIBILITIES].

1. **BENEFITS**. Duringthe employment period, the Employee shall: (check one)

- Not be eligible to participate in benefits established by the Employer.

- Be eligible to participate in the following benefits established by the

Employer: [LIST EMPLOYEE BENEFITS].

1. **DAYS OFF**.Employee shall have the option of taking [#] days off per year. The days off will be  Paid  Unpaid.
2. **PROBATION PERIOD**. During the first [#] days of employment, the Employer may terminate the Employee’s employment for any reason without notice or cause.
3. **ADDITIONAL TERMS AND CONDITIONS**.

[ADD ANY ADDITIONAL TERMS AND CONDITIONS HERE].

1. **INTENTION OF THE PARTIES**. This Letter sets forth the intentions of the Parties to use reasonable efforts to negotiate, in good faith, a Definitive Agreement with respect to all matters herein. Notwithstanding paragraphs 13 through 15, which shall be legally binding, any legal obligations with respect to all other matters shall only arise if and when the Parties execute and deliver a Definitive Agreement.
2. **GOVERNING LAW**. This Letter shall be governed under the laws of the State of [STATE NAME].
3. **SIGNATURES**.

**Employer Signature**: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://esign.com/) Date: [MM/DD/YYYY]

Print Name: [EMPLOYER PRINTED NAME]

**Employee Signature**: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://esign.com/) Date: [MM/DD/YYYY]

Print Name: [EMPLOYEE PRINTED NAME]