

LETTER OF INTENT TO HIRE

Date: _____

RE: Intent to Employ _____

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.** _____ (the "Employer").
2. **THE EMPLOYEE.** _____ (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 \$_____ 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.
7. **START DATE.** It is the intention of the Employer to have the Employee begin employment no later than _____.
8. **RESPONSIBILITIES.** Employee shall be given the job title of _____, which will involve the following responsibilities:

9. BENEFITS. During the 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:

10. DAYS OFF. Employee shall have the option of taking ____ days off per year. The days off will be Paid Unpaid.

11. PROBATION PERIOD. During the first ____ days of employment, the Employer may terminate the Employee's employment for any reason without notice or cause.

12. ADDITIONAL TERMS AND CONDITIONS.

13. 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.

14. GOVERNING LAW. This Letter shall be governed under the laws of the State of _____.

15. SIGNATURES.

Employer Signature: _____ **Date:** _____

Print Name: _____

Employee Signature: _____ **Date:** _____

Print Name: _____