

# LETTER OF INTENT TO HIRE

Date \_\_\_\_\_

Dear \_\_\_\_\_,

**I. The Parties.** This letter represents confirmation of the intent to employ, \_\_\_\_\_, ("Candidate") made by \_\_\_\_\_ ("Principal"), of \_\_\_\_\_ ("Company") with a mailing address of \_\_\_\_\_, City of \_\_\_\_\_, State of \_\_\_\_\_, as \_\_\_\_\_ ("Job Title"), and to confirm the broad terms of our discussions.

**II. Commitment.** Candidate's work shall be considered: (check one)  - Part Time  - Full Time.

**III. Pay.** Candidate's pay shall be \$ \_\_\_\_\_ (check one)  - Per Hour  - Salary.

**IV. Payment Period.** Payment shall be made to the Candidate every  - Week  - Bi-Weekly  - Monthly  - Quarterly  - Yearly basis.

**V. Start Date.** It is the intention of the Company to have the Candidate begin employment no later than \_\_\_\_\_, 20\_\_\_\_.

**VI. Responsibilities.** The responsibilities of the Candidate shall be to: \_\_\_\_\_.

**VII. Time Off.** The Candidate will have the option of taking a maximum of \_\_\_\_ days off per year. The days' off shall be (check one)  - Not Paid  - Paid.

**VIII. Probation Period.** It is understood between the parties that the Candidate may be terminated within the first \_\_\_\_ days of employment. The Company, in its absolute discretion, may terminate the Candidate's employment, for any reason without notice or cause.

**IX. Termination.** The Candidate may, at any time, terminate their employment any employment agreement by giving no less than \_\_\_\_ days' notice to the Company.

In addition, the Company may terminate the Candidate's employment at any time and for any reason by providing \_\_\_\_ days' notice. The Company's termination may be at any time with the requirement to show sufficient cause pursuant to the Employment Standards Act of 2000.

**X. Non-Compete.** It is understood that if the Candidate's employment is terminated he or she will not be able to hire employees of the Company. It is further acknowledged that any termination shall

prohibit the Candidate from communicating with any clients, customers, affiliates, or any other individuals in connection with the Company for a period of \_\_\_\_\_.

**XI. Binding Effect.** This letter shall be considered (check one)  - Non-Binding  - \*Binding.

\*If Binding, this letter shall be governed under the laws in the State of \_\_\_\_\_.

**XII. Additional Terms & Conditions.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Company**

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**Candidate**

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_