

LETTER OF INTENT TO HIRE

Location: _____ Reference No.: _____

PARTIES:

Employer (Hirer): _____

Address: _____

Contact Person: _____

Phone/Email: _____

Employee (Candidate):

Full Name: _____

Address: _____

Contact Number/Email: _____

POSITION AND TERMS OF EMPLOYMENT:

Position Title: _____

Job Description/Duties: _____

Place of Employment: _____

Expected Term of Employment: _____

COMPENSATION AND BENEFITS:

Salary/Wage: _____ USD

Payment Schedule: _____

Benefits (if any): _____

WORK SCHEDULE AND HOURS:

Regular Working Days and Hours: _____

Overtime Policy: _____

TERMINATION:

Termination Notice Period: _____

Grounds for Termination: _____

CONFIDENTIALITY:

The Employee agrees to maintain confidential all proprietary information, trade secrets, and any other confidential information of the Employer obtained during the course of employment. This obligation shall survive termination of employment.

COMPLIANCE WITH LAWS:

Both parties agree to comply with all applicable federal, state, and local laws, regulations, and ordinances pertaining to

the employment relationship.

ENTIRE AGREEMENT:

This Letter of Intent constitutes the entire agreement between the parties regarding the subject matter herein and supersedes all prior discussions, understandings, and agreements, whether oral or written.

NON-BINDING NATURE:

Except for the provisions specifically identified as binding, this Letter of Intent is intended solely as a basis for further negotiation and does not constitute a binding agreement to employ.

GOVERNING LAW AND JURISDICTION:

This Letter of Intent shall be governed by and construed in accordance with the laws of the State of _____. The parties submit to the exclusive jurisdiction of the state and federal courts located in _____ County, _____.

SIGNATURES:

EMPLOYER (HIRER) SIGNATURE

Name: _____

Title/Position: _____

Date: _____

Signature: _____

EMPLOYEE (CANDIDATE) SIGNATURE

Name: _____

Date: _____

Signature: _____

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