TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letter of Intent to Hire

Dear **[Name],**

It was great meeting with you and discussing our company's position of account executive in the operations department.

We are pleased to let you know that we intend to hire you for this position, with a starting date for employment within the next month. The salary and benefits will be as discussed at our meeting.

Please respond to me via e-mail or phone, letting me know whether you accept this offer.

At that time, we can also discuss employment start date and other pertinent details.

We hope to receive a favorable response from you, and to welcome you to our staff, very soon.

Regards

**[Name]**