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],**

I am very pleased to inform you that we have narrowed down the list of applicants for the position of **[Position]** in our company and you are our best candidate. Therefore, I am informing you about our intention to hire you for this position under the following terms:

1. **Terms of employment:** Full-time job of **[Position]**
2. **Pay:** Annual salary **[0.00$]**with payments made every month.
3. **Start date:** No later than **[Date]**
4. **Responsibilities:** Achieving growth and hitting sales targets set by top management of the company; designing and implementing a strategic sales plan that expands the company’s customer base and increases retention rates; tracking goals setting and the performance of sales representatives.
5. **Probation period:** There is a probation period of **[#]** days. The company leaves the right to terminate the employment for any reason without prior notice.
6. **Termination:** You can terminate the employment at any time for any reason by sending a notice in no less than **[#]** business days to the company.
7. **Acceptance:** If you are interested in the position, we offer under the terms mentioned above, please sign this letter and bring it along with your resume, recommendation letter, and references on the start date.

Yours sincerely

**[Name]**