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],**

This letter of intent to hire offers a position to **[Position Name]** made by **[Name]**  and work address located at **[Address]** as a **[Position]** as discussed and including the terms and conditions as follows:

**Full or Part Time:** **[Describe]**

**Salary: [Describe]**

**Pay Period:** **[Describe]**

**Vacation:** **[Describe]**

1. **Probation Period:** The candidate understands that the candidate may be terminated during the first **[#]** days of employment at the absolute discretion of the company without notice or cause for any reason.
2. **Termination Notice:** The candidate at any time, may terminate their employment by providing a minimum of **[#]** days’ notice in writing to the company. The company may also terminate the employment of the candidate for any reason and at any time with a minimum of **[#]** days’ notice after the candidate has completed the probation period. The company must adhere to the Employment Standards Act of 2000 and show sufficient cause as per the Act.

**Non-Compete: [Describe]**

**Binding Effect:** This offer is valid until **[Date]**

**Additional T&C’s:** **[Describe]**

Please respond no later than **[Date]**

Sincerely

**[Name]**