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 is about your candidature submitted in our company. We take pleasure in offering you the position of a **[Position]** in our organization.

We would require you to submit your original documents of academic achievements and any previous job experience for your review. Once we have reviewed your background, we would be glad to provide you with a Letter of Employment and confirmation of your employment with us.

Please provide us with your credentials within **[#]** days from the receipt of this letter. Failure to do so would result in the nullification of this offer letter of joining.

Please sign your acceptance to indicate that you have accepted this offer from us. We have found you to be the most suitable for the post and look forward to working with you.

I look forward to meeting you in person and talking about the employment opportunity at length.

Yours faithfully,

**[Name]**