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’s been pleasured to inform you that you have cleared your final interview round and will be hired in **[Position]**. We have screened your profile and found you suitable for the job of Assistant system engineer.

Please bring all the essential academic and work credentials along with you this Saturday. Also bring the current employers offer letter and any two references from any of your professors or ex colleagues.

Make sure they are not from your family or friends. Since you have mentioned that you have completed projects and certificate course, we would like to go through the project documents along with the certificate.

And we need attested copies of all the documents by any higher official at your workplace. Also do not forget to get your **[#]** passport size photographs for verification and further screening.

We intend to take you based on your qualification and work experience.

All the best!

**[Name]**