Letter of Intent to Hire – **Sample**

**LETTER OF INTENT TO HIRE**

From

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

**I. The Parties**. This letter represents confirmation of the intent to employ, Jerry Atticus, (“Candidate”) made by Adam McKay (“Principal”), of UTech (“Company”) with a mailing address of 123 Main Street, City of Baltimore, State of Maryland, as Software Development Manager (“Job Title”), and to confirm the broad terms of our discussions.

**II. Commitment**. Candidate’s work shall be considered full time.

**III. Pay**. Candidate’s salary shall be $74,440/year.

**IV. Payment Period**. Payment shall be made to the Candidate every week.

**V. Start Date**. It is the intention of the Company to have the Candidate begin employment no later than September 21st, 2017.

**VI. Responsibilities**. The responsibilities of the Candidate shall be to oversee and coordinate with the development team to improve upon existing software and create new software.

**VII. Time Off**. The Candidate will have the option of taking a maximum of 21 days off per year. The days’ off shall be Paid.

**VIII. Probation Period**. It is understood between the parties that the Candidate may be terminated within the first 30 days of employment. The Company, in its absolute discretion, may terminate the Candidate’s employment, for any reason without notice or cause.

**IX. Termination**. The Candidate may, at any time, terminate their employment any employment agreement by giving no less than 30 days’ notice to the Company.

In addition, the Company may terminate the Candidate’s employment at any time and for any reason by providing 30 days’ notice. The Company’s termination may be at any time with the requirement to show sufficient cause pursuant to the Employment Standards Act of 2000.

**X. Non-Compete**. It is understood that if the Candidate’s employment is terminated he or she will not be able to hire employees of the Company. It is further acknowledged that any termination shall prohibit the Candidate from communicating with any clients, customers, affiliates, or any other individuals in connection with the Company for a period of three (3) months.

**XI. Binding Effect**. This letter shall be considered Non-Binding.

**XII. Additional Terms & Conditions**. N/A

**Company**

Principal’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Candidate**

Candidate’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_