

LETTER OF INTENT TO HIRE AGREEMENT

Location: _____ Date: _____

Parties:

Employer Name: _____

Employer Address: _____

Employer Contact (Phone/Email): _____

Candidate Information:

Candidate Full Name: _____

Candidate Address: _____

Candidate Contact (Phone/Email): _____

Position and Scope of Work:

Position Title: _____

Scope of Work / Responsibilities: _____

Term and Hours of Work:

Commencement Date: _____

Estimated Duration of Employment: _____

Work Schedule / Hours per week: _____

Compensation and Benefits:

Salary / Rate of Pay: _____ USD

Payment Frequency (Weekly, Bi-Weekly, Monthly): _____

Additional Benefits (e.g. insurance, bonuses): _____

Work Location and Conditions:

Primary Work Location: _____

Describe any specific conditions, tools, equipment, or hazards relevant to the position and location. Include any travel or relocation requirements if applicable.

Confidentiality and Non-Disclosure:

The Candidate agrees to keep confidential all proprietary, sensitive, or confidential information received or accessed during employment. This obligation extends beyond termination of employment.

Termination:

Either party may terminate this Letter of Intent with written notice to the other party. Termination shall be effective upon receipt of notice or on the date specified therein. All compensation and benefits due up to termination shall be paid

in accordance with applicable law.

Legal Compliance:

This Letter of Intent shall be governed by and construed in accordance with the laws of the United States and the applicable state law. The parties agree to submit to the exclusive jurisdiction of the courts located therein for any disputes arising from this agreement.

Entire Agreement:

This Letter of Intent constitutes the entire understanding between the parties with respect to the subject matter herein and supersedes all prior discussions, agreements, or understandings of any kind.

Signatures:

EMPLOYER'S SIGNATURE

CANDIDATE'S SIGNATURE

Signature: _____

Signature: _____

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