

# LETTER OF INTENT FOR EMPLOYMENT

Candidate Name: \_\_\_\_\_ Position: \_\_\_\_\_

## Employer Information:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

## Position Details:

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

## Compensation and Benefits:

Salary/Rate: \_\_\_\_\_ USD

Payment Frequency: \_\_\_\_\_

Benefits Provided: \_\_\_\_\_

## Employment Terms:

Employment Type (Full-time/Part-time/Contract): \_\_\_\_\_

Work Location: \_\_\_\_\_

Expected Start Date: \_\_\_\_\_

## Confidentiality and Non-Disclosure:

The Candidate agrees to maintain the confidentiality of proprietary and confidential information of the Employer both during and after the term of employment. This includes but is not limited to trade secrets, business plans, client information, and any other information not publicly known.

## At-Will Employment:

Employment with the Employer is on an at-will basis, which means that either the Candidate or the Employer may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law.

## Contingencies:

This Letter of Intent is contingent upon the Candidate providing all necessary documentation for employment eligibility, successfully passing any required background checks, drug screenings, and reference verifications as required by the Employer.

## Acceptance and Signatures:

The Candidate acknowledges understanding and acceptance of the terms outlined in this Letter of Intent. This Letter

does not constitute a contract of employment but expresses the mutual intent to enter into an employment agreement subject to further negotiation and execution of formal documents.

**CANDIDATE'S SIGNATURE**

**EMPLOYER'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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