# Letter of Intent to Hire

**Michael Anderson**
Human Resources Director
Innovative Solutions Ltd.
300 Industry Drive
Denver, CO 80203
michael.anderson@innovativesolutions.com
(303) 555-0182
October 1, 2023

**Samantha Green**
1234 Maple Street
Denver, CO 80203

Dear Ms. Green,

On behalf of Innovative Solutions Ltd., I am pleased to extend to you our intent to offer you the position of Project Manager within our Product Development team, contingent upon the completion of background checks and reference verification. Your experience in project management and proven track record of leading successful product launches align perfectly with the needs of our team.

In this role, you will be responsible for overseeing all aspects of project development, from initial concept through to market launch, ensuring that projects are completed on time, within budget, and to the highest quality standards. You will lead a dedicated team of professionals and work closely with cross-functional departments to achieve our strategic objectives.

We are prepared to offer you a competitive salary package, comprehensive benefits, and opportunities for professional growth within our dynamic and innovative company

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culture. Further details of the offer, including salary, benefits, and start date, will be provided in the formal offer letter, should you accept our intent to hire.

We believe that your skills and passion will be a great addition to our team, and we are excited about the potential for you to contribute to our continued success. We hope to welcome you to Innovative Solutions Ltd. and look forward to your positive response.

Please feel free to contact me directly at (303) 555-0182 or via email if you have any questions or need further information. We kindly request a response to this letter of intent by October 15, 2023, to proceed with the formal offer process.

Thank you for considering joining our team at Innovative Solutions Ltd. We are hopeful for the opportunity to work together to achieve great results.

Sincerely,

Michael Anderson
Human Resources Director
Innovative Solutions Ltd.

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