

Sample of "Letter of Intent to Hire"

Employer Letterhead

Statement of Intent to Hire

I (we) herewith submit this Statement of Intent to Hire for the applicant named below and request that this applicant be referred to us for employment. Our work situation is such that we intend and expect to be able to employ this person on a continuous basis, contingent on satisfactory performance and unless circumstances of the trade beyond our control make it necessary to suspend our training and employment of this applicant.

Name of Applicant: _____ SSN: _____

Name of Contractor: _____

Contact Person: _____

Mailing Address: _____

Number and Street

City

State

Zip

Signature and Title of Authorized Contractor Representative

Date

PLEASE SIGN AND RETURN THIS FORM TO:

Glaziers Union Local # 27 JATC
4225 Lawndale Avenue
Lyons IL. 60534

If you have any questions, please contact this office at: (708) 443 - 9000