**Sample Letter of intent to hire**

Sara Whittel

Human Resource

56/60, East colony

Drachmann

Tucson, AZ 898789

USA

Date: 25-05-2010

Dear Mr. Bruce

It’s been pleasure to inform you that you have cleared your final interview round and will be hired in general electric. We have screened your profile and found you suitable for the job of Assistant system engineer. Please bring all the essential academic and work credentials along with you this Saturday. Also bring the current employers offer letter and any two references from any of your professors or ex colleagues. Make sure they are not from your family or friends. Since you have mentioned that you have completed projects and certificate course, we would like to go through the project documents along with the certificate. And we need attested copies of all the documents by any higher official at your workplace. Also do not forget to get your 10 passport size photographs for verification and further screening. We intend to take you based on your qualification and work experience. All the best!

Yours sincerely

Sara Whittel

(Human resource)