

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Title]
[Company/Firm Name]
[Address]

RE: Letter of Intent for Managing Partner Position

Dear [Recipient Name],

This Letter of Intent sets forth the proposed terms and conditions under which [Your Name] ("Candidate") will be employed as the Managing Partner of [Company/Firm Name] ("the Firm").

1. Position and Duties: The Candidate shall serve as Managing Partner, responsible for the overall strategic direction, business development, financial management, and daily operations of the Firm.

2. Compensation: The proposed annual base salary is [Amount]. The Candidate will also be eligible for [Percentage]% of the Firm's net profits, distributed [Quarterly/Annually].

3. Equity and Partnership: Upon commencement of employment, the Candidate will be granted an initial equity stake of [Percentage]%. Provisions for future equity increases based on performance milestones will be detailed in the formal employment agreement.

4. Benefits: The Candidate will be entitled to standard executive benefits, including health insurance, retirement plan contributions, [Number] weeks of paid vacation, and reimbursement for professional expenses.

5. Authority: As Managing Partner, the Candidate shall have the authority to hire and terminate personnel, enter into contracts on behalf of the Firm, and manage the Firm's bank accounts, subject to oversight by the [Board of Directors/Executive Committee].

6. Term: The initial term of this agreement shall be [Number] years, with automatic renewals unless notice is provided by either party.

7. Confidentiality: The parties agree to keep the terms of this Letter of Intent and all negotiations confidential.

8. Formal Agreement: This letter is a statement of intent and does not constitute a legally binding employment contract. The terms are subject to the execution of a definitive Employment Agreement and Partnership Agreement.

If these terms are acceptable, please sign below to indicate your intent to proceed with a formal contract.

Sincerely,

[Your Signature]

[Your Printed Name]

Accepted and Agreed:

For [Company/Firm Name]

Date