

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

[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

## **Re: Letter of Intent for Senior Equity Partner Position**

Dear [Recipient Name],

This Letter of Intent outlines the proposed terms and conditions under which [Your Name] will join [Company Name] as a Senior Equity Partner. This document serves as a basis for formalizing a definitive Executive Employment Agreement and Partnership Agreement.

**1. Position and Title:** I shall serve as Senior Equity Partner, reporting directly to [the Board of Directors/Managing Partner].

**2. Scope of Role:** Responsibilities will include high-level strategic oversight, business development, [Specific Department] leadership, and participation in firm-wide governance decisions.

**3. Equity Participation:** Upon commencement of employment, I will be granted an initial equity stake of [%] in the company. The terms of vesting, dilution protection, and profit distributions shall be detailed in the formal Partnership Agreement.

### **4. Compensation Structure:**

- **Base Salary:** An annual base salary of \$[Amount].
- **Profit Sharing:** Participation in the partner profit pool based on equity ownership.
- **Performance Bonus:** Eligibility for an annual performance-based bonus of up to [Amount/%].

**5. Capital Contribution:** [State whether a capital buy-in is required, the amount, and the payment schedule, or if the equity is sweat equity/granted].

**6. Benefits and Perquisites:** Standard executive benefits including health insurance, retirement contributions, professional liability coverage, and [Specific Perks].

**7. Termination and Buy-out:** Terms regarding voluntary withdrawal, termination for cause, and the valuation methodology for the repurchase of equity units will be negotiated in the final agreement.

**8. Confidentiality and Non-Compete:** This intent is subject to a standard non-disclosure agreement and reasonable non-compete/non-solicitation clauses to protect the firm's interests.

**9. Governing Law:** This letter and the subsequent agreements shall be governed by the laws of [State/Country].

This letter is a statement of mutual intent and does not constitute a legally binding contract of employment until a formal Executive Employment Agreement is signed by both parties.

Sincerely,

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[Your Name]

Acknowledged and Agreed:

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For [Company Name]

Date: [Date]