

[Candidate Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Hiring Manager Name] or [Board of Directors]
[Company Name]
[Address]
[City, State, Zip Code]

Re: Letter of Intent for Chief Technology Officer (CTO)

Dear [Name],

This Letter of Intent outlines my formal interest in the position of Chief Technology Officer at [Company Name]. Based on our recent discussions, I am eager to contribute my technical leadership and strategic vision to help drive the company's technological roadmap and organizational growth.

The following points summarize the proposed terms of my executive employment:

- **Position:** Chief Technology Officer (CTO), reporting to the [CEO/Board of Directors].
- **Responsibilities:** Oversight of technical strategy, engineering team management, product development, infrastructure, and cybersecurity initiatives.
- **Base Compensation:** A proposed annual salary of \$[Amount].
- **Equity/Incentives:** Participation in the company's executive stock option plan or equity grant of [Percentage/Amount]%, subject to a [Vesting Period].
- **Benefits:** Standard executive benefits including health insurance, retirement contributions, and [Number] weeks of paid time off.
- **Termination/Severance:** Terms regarding notice periods and severance packages as per standard executive agreements.

I am confident that my experience in [Mention Key Skill, e.g., Scaling SaaS Platforms / AI Integration / Infrastructure Overhaul] aligns with the goals of [Company Name]. I look forward to finalizing a formal employment agreement.

This letter represents a statement of intent and does not constitute a legally binding employment contract.

Sincerely,

[Signature]

[Candidate Printed Name]