

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

[Date]

[Hiring Manager Name] or [Search Committee]
[Company Name]
[Company Address]

Re: Letter of Intent - Chief Talent Officer

Dear [Name of Contact],

I am writing to formally express my interest in the Chief Talent Officer position at [Company Name]. With over [Number] years of experience in human capital management, organizational development, and executive leadership, I am eager to contribute to your company's long-term growth and cultural evolution.

In my most recent role as [Current/Previous Title] at [Previous Company], I successfully led initiatives that [mention a major achievement, e.g., improved employee retention by X% or overhauled the global recruitment strategy]. I specialize in aligning talent acquisition with business objectives, fostering inclusive corporate cultures, and implementing data-driven performance management systems.

I am drawn to [Company Name] because of your reputation for [mention a specific company value or recent achievement]. As Chief Talent Officer, my goal would be to ensure that your organization remains a destination for top-tier talent while building a robust leadership pipeline to meet future challenges.

My core competencies include:

- Strategic Workforce Planning
- Executive Coaching and Leadership Development
- Diversity, Equity, and Inclusion (DEI) Strategy
- Succession Planning and Change Management
- HR Technology and Analytics

I have enclosed my resume for your review and would welcome the opportunity to discuss how my vision for talent management aligns with the strategic goals of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]