

[Date]

[Candidate Name]

[Current Law Firm/Company]

[Address]

[City, State, Zip Code]

RE: Letter of Intent regarding Lateral Partner Integration

Dear [Candidate Name],

On behalf of [Hiring Firm Name], we are pleased to submit this Letter of Intent (LOI) to outline the proposed terms for your integration into our firm as a Partner.

1. Position and Status: You will join [Hiring Firm Name] as a [Equity / Non-Equity] Partner, based in our [City] office.

2. Compensation: Your initial base compensation will be [Amount] per annum, subject to the firm's standard draw schedule and performance-based bonus structures as defined in our Partnership Agreement.

3. Practice Integration: We anticipate the transition of your current book of business, estimated at approximately [Amount] in portable annual billings. The firm will provide necessary administrative, marketing, and associate support to facilitate this transition.

4. Benefits: You will be eligible for all partner-level benefits, including health insurance, professional liability coverage, 401(k) participation, and [List other specific benefits].

5. Capital Contribution: (If applicable) A capital contribution of [Amount] will be required, payable according to the following schedule: [Details].

6. Due Diligence and Conflict Check: This offer is contingent upon the successful completion of a conflict of interest check, professional reference checks, and a review of your historical billing and realization data.

7. Confidentiality: The parties agree to keep the existence and terms of this letter confidential, except as required by law or necessary professional consultation.

This letter is an expression of intent and does not constitute a final binding contract. The formal terms of your partnership will be governed by a definitive Partnership Agreement and Offer Letter.

We are excited about the prospect of you joining [Hiring Firm Name] and look forward to your favorable response by [Date].

Sincerely,

[Signature]
[Name of Managing Partner]
Managing Partner
[Hiring Firm Name]

Agreed and Accepted:

[Candidate Name]
Date: _____