

# SAMPLE LETTER OF INTENT

(Letter to be submitted on company letterhead)

(Company Name) is expanding our workforce. It is our intention to hire (number) net new employees during (length of time or time frame) assuming market conditions remain as projected. This expanded workforce will need certain skills that can be obtained through a Maine Quality Centers' effort. Therefore, we are enclosing a completed and signed application requesting assistance from the Maine Quality Centers. I agree to serve as the primary contact for the project. (Or – I have named (Name) to serve as the primary contact for the project.)

(Company Name) is requesting Maine Quality Centers provide training for (number) new and/or current employees to obtain promotional opportunities within the company. These positions pay an average hourly rate of pay of (average wage/hour after training is completed). If the trainees include long term employees promoted to new positions, it is the company's intent to hire a similar number of new employees to replace the promoted employees.

Sincerely,

(Signature of Authorized Company Official)

(Title)

(Date)

FOR POST-HIRE TRAINING

## SAMPLE LETTER OF INTENT

(Letter to be submitted on company letterhead)

(Company Name) is seriously considering expanding our workforce. It is our intention to hire (number) net new employees during (length of time or time frame) at an average rate of pay of (average wage/hour after training is completed) assuming market conditions remain as projected. This expanded workforce will need certain skills that can be obtained through a Maine Quality Centers' effort. Therefore, we are enclosing a completed and signed application requesting assistance from the Maine Quality Centers. I agree to serve as the primary contact for the project. (Or – I have named (Name) to serve as the primary contact for the project.)

Although (Company Name) makes all decisions regarding who and when to hire, the company recognizes the support from the MQC and, therefore, hereby expresses its intention to give priority consideration to as many individuals as possible from the pool of MQC trainees who will successfully complete the education and training on company's behalf. . (Company Name) understands that this is not a guarantee of employment but rather an expression as to our need and intention to hire from the MQC program.

Sincerely,

(Signature of Authorized Company Official)

(Title)

(Date)

FOR PRE-HIRE TRAINING