

## LETTER OF INTENT

Dear [Custom.FullName]:

Congratulations on expressing your intent to accept a position with the Raytown Consolidated School District No. 2. As we explained, the District's administration intends to recommend the Board of Education extend a formal offer of employment to you. The purpose of this letter is to acquire confirmation of your intent to work for the District subject to the Board's final approval. We will notify you following the Board meeting on [Custom.NextBOEMeetDt] of the Board's decision.

Please note that this letter of intent does not constitute a contract for or assignment of employment with the District. You will not have an employment relationship with the District unless and until the Board votes to offer the position to you and you have accepted that offer. That will be documented through a contract or letter of appointment as appropriate. While I anticipate that the Board will extend such an offer, this is not a commitment or guarantee that such an offer will be extended.

Please electronically acknowledge within ten (10) days certifying your receipt of this letter of intent.

Sincerely,

**/s/Dr. Marlene DeVilbiss**

Assistant Superintendent of Human Resources  
Raytown Consolidated School District No. 2