

**LETTER OF APPOINTMENT-ADMINISTRATORS  
<DATE>**

Dear [Custom.FullName]:

You are hereby appointed to serve as an employee in the Raytown Consolidated School District No. 2 beginning on [User.StartDate]. Your work schedule will be in accordance with the Board-adopted calendar, Board policy, and directives of the administration. The total compensation for this appointment is [User.SalaryCurrent], which will be paid to you in equal monthly installments while you are employed by the District. You will receive all the benefits applicable to your position with the District as described in applicable policies adopted by the Board of Education, as they may be amended from time to time. You are employed on an at-will basis, and therefore this letter grants no contractual rights. Your position with the District will continue unless you are notified otherwise.

Primary Job Title: [User.Title]  
Scheduled Days: [Custom.Contract\_Days]  
Hourly Rate: [User.SalaryRate]  
Start Date: [User.StartDate]  
Range: [Custom.Col.Range]  
Step: [Custom.Col.Step]

Your employee assignment is subject to the following contingencies: Satisfactory performance of assignment responsibilities as determined by your immediate supervisor and/or the Assistant Superintendent of Human Resources, and compliance with all rules, regulations and policies of the District and with the directives of the administration and any assigned supervisors. Should you decide to end your employment with the district, it is strongly recommended you provide at least two (2) weeks' notice prior to your planned end date.

Please note that this anticipated assignment is provided for informational purposes only. This anticipated assignment is subject to change at the unfettered discretion of the District at any time and thus is not a commitment to or guarantee of any specific period of employment, salary, job locations, or job duties. You shall be an at-will employee of the District at all times.

Please electronically acknowledge within ten (10) days to certify your acceptance of this appointment.

Sincerely,

**[/s/Dr. Carl Calcara](#)**

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