

Letter of Acceptance – Recommendation of Appointment

SCHOOL DISTRICT LETTERHEAD

Mr. John Jones
10 Do Da Avenue East Hills,
Queen City, MO 63561

July 00, ____

Dear Mr. Jones:

Based upon your personal interview, application, placement credentials, references and provisional Missouri teaching certificate in mathematics, I will recommend your appointment as a regular part-time mathematics teacher at the July 00, ____, regular Board of Education meeting.

You were the best of many fine candidates who interviewed for the position of mathematics teacher. We are looking forward to your joining our staff.

According to your records which we have received to date, you have 38 graduate hours and a Master's degree. You will be recommended for placement at Step 1 MA+24 of the District's 2014- 2015 salary schedule which is \$32,000.

Your verbal acceptance of the position as offered by Mr. _____, High School Principal, is a considered a binding commitment. You should not accept a position with another school district without proper notice to the Schuyler R-1 School District.

Please feel free to call me if you have any questions. I look forward to working with you.

Sincerely,

Robert Amen
Superintendent