

# Offer of Employment

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for the position of Administrative Assistant at [Museum Name]. Your background in administration and passion for the arts impressed us, and we believe you will be a valuable addition to our team.

**Position Details:**

**Job Title:** Administrative Assistant

**Department:** Administration

**Start Date:** [Insert Start Date]

**Salary:** [Insert Salary]

Please review the terms of employment, including benefits, which will be provided in a separate document. We would like you to confirm your acceptance of this offer by [Insert Deadline for Acceptance].

If you have any questions, feel free to reach out to me at [Your Phone Number] or [Your Email Address]. We are excited to welcome you to [Museum Name]!

Sincerely,  
[Your Name]  
[Your Position]  
[Museum Name]