

Job Offer: Museum Event Planning Position

Dear [Candidate's Name],

We are pleased to offer you the position of Event Planner at [Museum Name]. Your experience and enthusiasm for event planning make you an ideal fit for our team.

Position Details:

- **Job Title:** Event Planner
- **Location:** [Museum Address]
- **Start Date:** [Start Date]
- **Salary:** [Salary Amount]

Please review the attached contract for more details about your role and responsibilities. We believe that you will make a significant contribution to our museum's mission.

We look forward to your acceptance of this offer. Please sign and return the attached document by [Response Deadline].

Welcome to the team!

Sincerely,

[Your Name]

[Your Title]

[Museum Name]

[Contact Information]