

# Offer of Employment

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you the position of Exhibition Coordinator at [Museum Name]. Your experience and passion for art and culture make you an ideal fit for our team.

Your start date will be [Insert Start Date], and you will report directly to [Supervisor's Name]. The position is full-time, with a salary of [Insert Salary] per annum, paid bi-weekly.

In this role, you will be responsible for planning and executing exhibitions, collaborating with artists, and engaging with the community to enhance our museum's outreach.

Please indicate your acceptance of this offer by signing and returning this letter by [Insert Acceptance Deadline]. We look forward to your positive response.

Welcome to [Museum Name]!

Sincerely,

[Your Name]

[Your Title]

[Museum Name]

[Museum Address]

[City, State, Zip Code]