

# Internship Offer Letter

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to offer you the position of Intern at [Museum Name] for the [specific department or project] for the [specific term, e.g., summer 2023]. You will join our team on [starting date] and work until [ending date].

Your primary responsibilities will include:

- Assisting with daily museum operations.
- Conducting research for upcoming exhibits.
- Helping with visitor engagement activities.

This internship is [paid/unpaid] and requires [number] hours per week. Should you accept this offer, please sign and return this letter by [response deadline].

We are excited to have you on board and look forward to your contributions to [Museum Name].

Sincerely,

[Your Name]

[Your Position]

[Museum Name]

[Museum Address]

[City, State, Zip Code]

Enclosure: Internship Agreement