

# Job Offer Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Museum's Name]

[Museum's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Museum's Name]. I am grateful for this opportunity and look forward to contributing to the team.

As discussed, my starting salary will be [Salary Amount], and I will begin work on [Start Date]. Please let me know if there are any forms or documents you need me to complete prior to my start date.

Thank you once again for this opportunity. I am excited to join [Museum's Name] and help promote our shared passion for art and culture.

Sincerely,

[Your Name]