

# Offer of Employment

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to offer you the position of Research Assistant at [Museum Name]. This position will commence on [Start Date] and is part-time/full-time with an expected salary of [Salary Amount] per [hour/week/month/year].

Your responsibilities will include assisting in research projects, managing collections, and contributing to exhibitions as needed. You will report directly to [Supervisor's Name] in the [Department Name].

As part of our team, you are expected to uphold the values of [Museum Name] and contribute to a positive, collaborative work environment.

Please confirm your acceptance of this offer by [Response Deadline]. If you have any questions or need further clarification, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Museum Name]

[Museum Address]

[City, State, Zip Code]