

Internship Offer Letter

Date: [Insert Date]

Dear [Intern's Name],

We are pleased to offer you an internship position at [Museum Name] as part of our collaboration initiative. Your passion for art and history aligns perfectly with our mission, and we believe you will be a great addition to our team.

Position: Museum Intern

Duration: [Start Date] to [End Date]

Location: [Museum Address]

Your responsibilities will include:

- Assisting in the preparation of exhibits.
- Engaging with visitors and providing information.
- Supporting educational programs and activities.

This internship is [paid/unpaid], and you will receive a letter of recommendation upon successful completion of your internship.

Please confirm your acceptance of this offer by [Response Date] by signing and returning this letter.

We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Museum Name]

[Contact Information]