

Acting Position Offer

Date: [Insert Date]

[Actor's Name]

[Actor's Address]

[City, State, Zip Code]

Dear [Actor's Name],

We are pleased to offer you the position of [Character Name] in our upcoming stage play, "[Play Title]," directed by [Director's Name]. This production will take place at [Venue Name] from [Start Date] to [End Date].

As discussed, you will be required to attend rehearsals starting on [Rehearsal Start Date]. Your performance will be compensated at a rate of [Compensation Details]. Please confirm your acceptance of this offer by [Confirmation Deadline].

We are excited about the prospect of working with you and believe you will bring a unique talent to this role. If you have any questions, please do not hesitate to reach out.

Welcome aboard!

Sincerely,

[Your Name]

[Your Position]

[Theater Company Name]

[Contact Information]