<Date>

<Name>

<Address>

<City, State Zip>

Dear <name>:

I am pleased to offer you the position of <title of position> at <name of museum>, as described in the attached position description. This position is a <job parameters, such as “regular, exempt, full-time (40 hours/week)”> position, with a starting <annual salary/hourly wage> of $<salary>, payable <payment schedule>. (Add any special considerations, such as signing bonus, moving allowance, etc.)

We plan on a start date of <Monday, January 1, 201x>. In your first few days, we will provide an orientation to introduce you to <name of museum>, its people, and its key policies and procedures. During this orientation period, you will also receive training on <list 2-3 training tasks tailored to position>. <I, or name of manager> will serve as your manager and organize your orientation.

On your first day of work, please bring your Social Security card and a photo ID. The <name of museum> provides all new team members with a Provisional Employment Period (PEP). During your three-month PEP, you and I will work together closely as you learn more about the museum. We will review your progress periodically on an informal basis and formally in <3 months after hire month date> 201x.

Please sign and return a copy of this letter to me. We are excited about the skills and experience you bring to <name of museum>, and we look forward to working with you!

Yours very truly,

<Name of manager>

<title>

\* \* \* \* \*

I accept the above offer of employment at <name of museum>.

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<name> Date

Attachments: Position Description - <title>

cc: