

# Actor Offer Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Actor's Name]

[Actor's Address]

[City, State, Zip Code]

Dear [Actor's Name],

RE: OFFER OF EMPLOYMENT AS ACTOR

We are delighted to extend this formal offer of employment to you for the role of [Role/Character Name] in the production of [Production Title]. After careful consideration of your exceptional talent and outstanding audition, we believe you are the perfect fit for this role, and we are excited to have you join our team.

Terms and Conditions:

1. Role: [Role/Character Name]
2. Production Title: [Production Title]
3. Project Start Date: [Start Date]
4. Project End Date: [End Date]
5. Compensation: You will be compensated with a total amount of [Total Compensation Amount] for your services, payable on a [Payment Schedule, e.g., weekly, bi-weekly, or monthly] basis.

Your responsibilities will include but are not limited to:

- Attending rehearsals and performances as scheduled.
- Collaborating with the director, crew, and fellow actors to bring the character to life effectively.

- Memorizing lines and blocking to ensure a seamless performance.
- Maintaining a professional attitude and contributing positively to the production.

6. Work Schedule: Your work schedule will be determined in accordance with the production schedule and will be communicated to you in advance.

7. Termination: This offer of employment is subject to the termination provisions detailed in the project contract that will be provided upon your acceptance.

Please acknowledge your acceptance of this offer by signing and returning a copy of this letter by [Acceptance Deadline]. You may do so either by email or by post.

We look forward to your positive response and to the pleasure of working with you on this exciting project. If you have any questions or concerns, please feel free to reach out to us at [Your Phone Number] or [Your Email Address].

Thank you once again for your exceptional talent and commitment. We are confident that your contribution to [Production Title] will be nothing short of extraordinary.

Sincerely,

[Your Name]

[Your Job Title or Company Name]

Accepted and Agreed:

\_\_\_\_\_

[Actor's Name]

Date: \_\_\_\_\_