

# Job Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the Pharmaceutical [Job Title] position at [Company Name] as discussed in our recent correspondence.

Thank you for this opportunity. I am excited to join your team and contribute to the important work at [Company Name]. I accept the terms outlined in your offer letter dated [Offer Letter Date], including the salary and benefits package.

I look forward to starting on [Start Date] and will be prepared to complete any necessary onboarding procedures.

Thank you once again for this opportunity. Please let me know if you need any further information from my side.

Sincerely,

[Your Name]