

Job Offer Acknowledgment

Dear [Hiring Manager's Name],

Thank you for offering me the [Job Title] position at [Company Name]. I am pleased to formally acknowledge the receipt of your job offer dated [Date of Offer].

I appreciate the opportunity to join your team and contribute to the innovative work being done in the pharmaceutical industry. I look forward to reviewing the details of the offer and will respond with my acceptance by [Response Deadline].

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]