

# Acceptance of Job Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name]. I am excited about the opportunity to join your team and contribute to the innovative work being done in the biotechnology sector.

I appreciate the detailed offer and would like to confirm my starting salary of [Salary Amount], and my start date of [Start Date].

Thank you once again for this opportunity. I look forward to working with you and the rest of the [Company Name] team.

Sincerely,

[Your Name]