

Letter of Acceptance

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I am writing to formally accept the offer for the [Job Title] position at [Company's Name]. I am excited about the opportunity to contribute to the team and support the company's mission in advancing pharmaceuticals.

As discussed, I understand that my starting salary will be [Salary Amount], and my start date will be [Start Date]. I look forward to joining the team and am enthusiastic about working on [specific projects or areas of interest].

Thank you once again for this incredible opportunity. I am eager to get started and contribute my skills to [Company's Name].

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]