

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to formally acknowledge and accept the job offer for the [Job Title] position at [Company Name], which I received on [Date]. I am grateful for the opportunity and excited to contribute to your team in the pharmaceutical industry.

I appreciate the details outlined in the offer letter, including the salary, benefits, and start date of [Start Date]. I am looking forward to joining [Company Name] and contributing to the important work in advancing health solutions.

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

Sincerely,
[Your Name]