

Acceptance of Job Offer

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

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

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the [Job Title] position with [Company's Name]. I am excited about the opportunity to join your team and contribute to the innovative work in the pharmaceutical field.

I appreciate the confidence you have placed in me, and I am eager to bring my skills in [specific skills or experiences] to [Company's Name]. As discussed, I confirm my start date of [Start Date] and agree to the salary of [Salary] as well as the benefits outlined in your offer letter.

Thank you once again for this wonderful opportunity. I look forward to working with you and the team.

Sincerely,

[Your Name]