

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company's Name] as discussed in our recent communication. I am excited about the opportunity to join your esteemed organization and contribute to the growth and success of the pharmaceutical team.

As per our agreement, I understand that my starting salary will be [Salary Amount], with benefits commencing on [Start Date]. I am looking forward to starting on [Start Date] and working alongside the talented team at [Company's Name].

Thank you once again for this incredible opportunity. Please let me know if there are any documents or further information you require before I commence my role.

Warm regards,

[Your Name]