Business Letter 1

Eric Ramirez,

555 SW, 8th St. #503,

Miami,

FL 33199

October 10, 2019

Director of Outreach,

Chemists Who Care,

123 AB, 123 Avenue 903,

City XYZ 00000

**Subject:** Acceptance Notification at Chemists Who Care

Dear Eric,

I hope this letter finds you in the best of health and spirits. It is being sent your way to inform that your application for the post of volunteer has been accepted. I would like to congratulate you on this achievement on the behalf of the team of Chemists Who Care. It is an exclusive organization or club that tries to provide high-quality medicines to the residents of the community. The group or the club consists of more than 100 members who work day and night to make sure that the residents of XYZ city receive high-quality drugs (in terms of medication) and substandard drugs get reported on time (Mignani, Huber, Tomas, Rodrigues, & Majoral, 2016). All of these members are either professional chemists, students or pharmacists working in well-known pharmacies. We even have medical specialists and practitioners in our team.

Chemists Who Care values its team members at a great level. The employees are facilitated to the maximum level and in return, they are expected to give more than the best to the organization. You are expected to resume the job in our organization from Monday the 14th October 2019 and complete the mandatory documentation until Wednesday 16th October 2019. Your training period in the organization will consist of 5 days, i.e. from 14th October 2019 till 18th October 2019 and from then onwards, you will be expected to perform the duties described in your job description form.

Congratulations once again on securing this position. I hope you would prove to be a valuable asset for the club and add much more value to the already present skill sets.

Looking forward to working with you for a long period of time.

Sincerely Yours

XYZ

Director of Outreach,

Chemists Who Care.

**References**

Mignani, S., Huber, S., Tomas, H., Rodrigues, J., & Majoral, J. P. (2016). Compound high-quality criteria: a new vision to guide the development of drugs, current situation. *Drug Discovery Today*, *21*(4), 573-584.