Dear Mr./Ms. Last Name:

Thank you so much for offering me the job as administrative assistant. It was a pleasure meeting you and your staff at my last interview; I am so excited to begin working at XYZ Company.

I would like to confirm that my start date will be Monday, September 30. If this date is incorrect, please let me know.

I look forward to beginning work. Once again, thank you so much for this opportunity.

Sincerely,