**Ashford Business Services Ltd**

# Appointment Letter

Confirming an appointment in writing: the role, the joining date, the salary, and the terms of employment.

### Conditions of this appointment

**This appointment takes effect only when each condition below is met. Please send the items to** James Patel **by** 23 November 2026**.**

**1. Satisfactory references from previous employers.**

**2. Evidence of your right to work.**

**3. Medical fitness certificate from your doctor.**

**4. Signed acceptance of this letter.**

9 November 2026 **To:** Aisha Bello

14 Oakfield Road, Birmingham B17 9JH 14 Oakfield Road, Birmingham B17 9JH Birmingham**,** B17 9JH

**Subject: Appointment to the role of** Office Manager **Dear** Aisha Bello**,**

**We are pleased to confirm your appointment as** Office Manager **in** Operations **at** Ashford Business Services Ltd**. You will report to** David Okafor**,** Operations Manager**.**

**Role:** _____ **Department:** _____

**Reports to:** _____ **Joining date:** _____

**Place of work:** _____ **Working hours:** _____

**Gross salary:** _____ **Probation period:** _____

**If a condition is not met by** 23 November 2026**, this appointment may be withdrawn.**

Yours sincerely,

Laura Bennett HR Manager

Ashford Business Services Ltd

01632 960 123 james.patel@ashford-business-services.co.uk

### Acceptance

**I,** Aisha Bello**, accept the appointment on the terms set out in this letter.**

**Signature:** _____ **Name:** _____

Date of acceptance: _____