Ashford Business Services Ltd

Appointment Letter

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

Confidentiality and company property

You must keep confidential all company information you learn in this role, including client details, prices and internal records. You must not share it outside the company without written permission. This duty continues after your employment ends.

Any work you create in this role belongs to Ashford Business Services Ltd**. Company property issued to you must be returned when your employment ends.**

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:** _____

This appointment is subject to satisfactory references and evidence of your right to work. Please send these to James Patel **by** 23 November 2026**. Please confirm your acceptance by signing below and returning this letter by** 23 November 2026**. We look forward to welcoming you to** Ashford Business Services Ltd**.**

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: _____