Ashford Business Services Ltd

Appointment Letter

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

Verification reference	Signed on
JOB-1042	9 November 2026

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:** _____

Your annual leave will be 25 days **each year, plus** public holidays**. Full details of your benefits and leave are set out in** the staff handbook**.**

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**.**

Signatures (electronic)

This letter may be signed electronically. A signature applied through our signing system counts as a hand-written signature.

Signed by	Signature	Name	Date
Employer	_____	Laura Bennett	9 November 2026
Employee	_____	Aisha Bello	9 November 2026