Ashford Business Services Ltd

Appointment Letter

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

Subject: Appointment to the role of Office Manager

Date: 9 November 2026 **To:** Aisha Bello <aisha.bello@ashford-business-services.co.uk>

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**.**

Appointment summary

Role: _____ **Department:** _____

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

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

Gross salary: GBP £36,000 **per year**

Pay frequency and pay date: Monthly **on** the last working day of each month

Probation period: _____ **Notice period:** _____

Annual leave: 25 days **each year, plus** public holidays

Your employment will start on 9 November 2026**. Your place of work will be** Head office, 12 High Street, Birmingham**. Your normal working hours will be** Monday to Friday, 9.00 am to 5.30 pm**.**

Your gross salary will be GBP £36,000 **per year, paid** Monthly **on** the last working day of each month**, before deductions. Your salary will be reviewed on** 9 November 2027**. Your employment will be subject to a probation period of** 3 months**. During probation, either party may end the employment by giving** 1 week**. After probation, the notice period will be** 1 month**.**

Benefits In addition to your salary, you will receive the following benefits: private health cover and a pension scheme.

Your annual leave entitlement 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**. To accept, please reply to this email by** 23 November 2026**. If we do not hear from you by then, this appointment may be withdrawn. We look forward to welcoming you to** Ashford Business Services Ltd**.**

Best regards,

Laura Bennett HR Manager

Ashford Business Services Ltd

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