Ashford Business Services Ltd

Executive Appointment Letter

Confirming a senior appointment in writing: the role, the board approval, the pay, and the senior terms.

Approved by the board on 3 November 2026.

Reference: APL-2026-011 **Date:** 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 **at** Ashford Business Services Ltd**. This appointment was approved by the board on** 3 November 2026**. You will report to** David Okafor**,** Operations Manager**.**

Role: _____ **Department:** _____

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

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

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

Your gross salary will be GBP £36,000 **per year, paid** Monthly **on** the last working day of each month**, before deductions. You will also receive the benefits set out in** the staff handbook**.**

Senior terms

1. Given the seniority of this role, the notice period will be 1 month **on either side.**

2. You must keep company information confidential.

3. You must not take up other paid work without the board's written consent.

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**.**

For and on behalf of the board,

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: _____