Ashford Business Services Ltd

Appointment Letter

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

Reference: APL-2026-011 **Date:** 9 November 2026

Fixed-term appointment

Contract start date 1 December 2026	**Contract end date** 28 February 2027
Contract duration 6 months	**Employment type** Fixed-term

This appointment is for a fixed term only and ends on 28 February 2027**. It does not create a right to permanent employment. It may be renewed only by a new agreement in writing.**

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 appoint you as Office Manager **in** Operations **at** Ashford Business Services Ltd **on a fixed-term contract. You will report to** David Okafor**,** Operations Manager**.**

Your gross salary will be GBP £36,000 **per year, paid** Monthly **on** the last working day of each month**. Your place of work will be** Head office, 12 High Street, Birmingham **and your normal working hours will be** Monday to Friday, 9.00 am to 5.30 pm**.**

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: _____