Ashford Business Services Ltd

Appointment Letter

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

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**,**

Appointment at a glance

Role: _____ **Department:** _____

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

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

Gross salary: _____

Pay frequency and pay date: _____

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

Annual leave: _____

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**.**

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.

Terms of appointment

This appointment is subject to us receiving 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**. If we do not hear from you by then, this appointment may be withdrawn.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**.**

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: _____