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

Dear Aisha Bello**,**

You are appointed on the following terms:

1. Appointment. You are appointed as Office Manager in Operations.

2. Start date. Your employment starts on 1 December 2026.

3. Place of work. Your place of work is Head office, 12 High Street, Birmingham.

4. Reporting. You report to David Okafor, Operations Manager.

5. Hours. Your normal working hours are Monday to Friday, 9.00 am to 5.30 pm.

6. Salary. Your gross salary is GBP £36,000 per year.

7. Probation. A probation period of 3 months applies.

8. Leave. Your annual leave is 25 days each year, plus public holidays.

9. Notice. After probation, the notice period is 1 month.

10. Confidentiality. You must keep company information confidential, as set out in the staff handbook.

Please sign below to accept these terms and return this letter by 23 November 2026**.**

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: _____