Ashford Business Services Ltd

Offer-Cum-Appointment Letter

Offer and appointment in one document: the offer, the terms, and the acceptance that makes it binding.

Offer

Offer reference: OFR-2026-011.

This offer expires on 23 November 2026**. If you have not accepted by then, the offer lapses.**

Reference: OFR-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: Offer of appointment to the role of Office Manager **Dear** Aisha Bello**,**

We are pleased to offer you the role of Office Manager **in** Operations **at** Ashford Business Services Ltd**. This letter is both the offer and, once you sign it, your appointment.**

Offer at a glance

Role: _____ **Department:** _____

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

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

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

- **Probation:** 3 months**; notice after probation:** 1 month**.**
- **Leave:** 25 days **each year, plus** public holidays**.**
- **References: this appointment is subject to satisfactory references and evidence of your right to work, sent to** James Patel **by** 23 November 2026**.**

Acceptance of offer and appointment

I, Aisha Bello**, accept the offer and the appointment on the terms set out in this letter.**

Signature: _____ **Name:** _____

Date of acceptance: _____

Yours sincerely,

Laura Bennett HR Manager

Ashford Business Services Ltd

01632 960 123 james.patel@ashford-business-services.co.uk