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**,**

We are pleased to confirm your part-time appointment as Office Manager **in** Operations **at** Ashford Business Services Ltd**. You will report to** David Okafor**,** Operations Manager**.**

Working pattern

Monday	Tuesday	Wednesday	Thursday	Friday
9.00 am to 1.00 pm	9.00 am to 1.00 pm	9.00 am to 1.00 pm	9.00 am to 1.00 pm	9.00 am to 1.00 pm

Your total working hours will be 20 hours **each week. Your gross salary will be** GBP £36,000 **per year (pro rata), paid** Monthly **on** the last working day of each month**. Your annual leave will be** 25 days **each year on a pro rata basis, plus** public holidays**.**

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: _____