Ashford Business Services Ltd

Promotion Appointment Letter

Confirming a promotion in writing: the previous role, the new role, the effective date, and the revised terms.

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 promotion at Ashford Business Services Ltd**, with effect from** 1 December 2026**.**

Your promotion

Previous role	New role
Job title: Assistant Manager	**Job title:** Office Manager
Department: Operations	**Department:** Operations
Reports to: David Okafor	**Reports to:** David Okafor

Your revised gross salary will be GBP £42,000 **per year, paid** Monthly **on** the last working day of each month**, before deductions.**

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**.**

Your other terms of employment stay the same unless this letter changes them. Your probation period for the new role will be 3 months**. Please confirm your acceptance by signing below and returning 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 promotion on the terms set out in this letter.**

Signature: _____ **Name:** _____

Date of acceptance: _____