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 appointment as Office Manager **in** Operations **at** Ashford Business Services Ltd**, working remotely. You will report to** David Okafor**,** Operations Manager**.**

Remote working terms

Work location: your usual place of work will be Home, Birmingham**. You will attend the office at** Head office, 12 High Street, Birmingham **when asked to do so.**

Hours: your normal working hours will be Monday to Friday, 9.00 am to 5.30 pm**.**

Equipment: we will provide a laptop and a mobile telephone **for your work. You must keep company equipment and data secure at home.**

Expenses: reasonable home-working expenses agreed in advance will be reimbursed as set out in the expenses policy**.**

Your gross salary will be GBP £36,000 **per year, paid** Monthly **on** the last working day of each month**. Your probation period will be** 3 months**.**

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: _____