Ashford Business Services Ltd

Appointment Letter

Confirming an appointment in writing: the role, the joining date, the salary, and the terms of employment.

Your shifts

Shift	Days	Hours
Early shift	Monday to Friday	6.00 am to 2.00 pm
Late shift	Monday to Friday	2.00 pm to 10.00 pm
Night shift	As rostered	10.00 pm to 6.00 am

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 shifts. You will report to** David Okafor**,** Operations Manager**.**

Your rota will be issued by your manager. 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 **and your annual leave will be** 25 days **each year, 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: _____