Ashford Business Services Ltd

To: Aisha Bello

Address: 14 Oakfield Road, Birmingham B17 9JH 14 Oakfield Road, Birmingham B17 9JH Birmingham, B17 9JH

From: Ashford Business Services Ltd

Date: 9 November 2026

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**, starting on** 1 December 2026 **at** Head office, 12 High Street, Birmingham**. You will report to** David Okafor**,** Operations Manager**. Your gross salary will be** GBP £36,000 **per year, paid** Monthly **on** the last working day of each month**, before deductions. 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 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

Accepted: Aisha Bello **Signature:** _____ **Date:** _____