Ashford Business Services Ltd

Private & Confidential

9 November 2026 **To:** Aisha Bello

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

Dear Aisha Bello**,**

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

This letter forms part of your contract of employment.

Your terms of employment

- **Role:** Office Manager **in** Operations**, reporting to** David Okafor**,** Operations Manager**.**
- **Start:** 1 December 2026 **at** Head office, 12 High Street, Birmingham**.**
- **Hours:** Monday to Friday, 9.00 am to 5.30 pm**.**
- **Salary:** GBP £36,000 **per year, paid** Monthly **on** the last working day of each month**, reviewed on** 9 November 2027**.**
- **Probation:** 3 months**. During probation, either party may end the employment by giving** 1 week**. After probation, the notice period will be** 1 month**.**
- **Leave:** 25 days **each year, plus** public holidays**. Details are set out in** the staff handbook**.**
- **Benefits:** private health cover and a pension scheme**.**

This appointment is subject to us receiving 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**. If we do not hear from you by then, this appointment may be withdrawn. 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 confirm I have read and understood the above appointment and that I accept the role on the terms set out in this letter.

Signature: _____ **Name:** _____

Date of acceptance: _____