Ashford Business Services Ltd

Appointment Letter

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

Please read this form carefully. It records the terms of your appointment. Sign at the end to accept.

Employee	Aisha Bello
Job title	Office Manager
Department	Operations
Reports to	David Okafor, Operations Manager
Joining date	1 December 2026
Place of work	Head office, 12 High Street, Birmingham
Working hours	Monday to Friday, 9.00 am to 5.30 pm
Gross salary	GBP £36,000 **per year**
Pay frequency	Monthly **on** the last working day of each month
Probation period	3 months
Notice period	1 month
Annual leave	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 form 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 appointment on the terms set out in this letter.**

Signature: _____ **Name:** _____

Date of acceptance: _____