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

Appointment summary

Role: _____ **Department:** _____

Reports to: _____ **Joining date:** _____

Place of work: _____ **Working hours:** _____

Gross salary: GBP £36,000 **per year**

Pay frequency and pay date: Monthly **on** the last working day of each month

Probation period: _____ **Notice period:** _____

Annual leave: 25 days **each year, plus** public holidays

Terms of appointment

Clause	Term
1. References and right to work	This appointment is subject to satisfactory references and evidence of your right to work, sent to James Patel by 23 November 2026.
2. Probation	A probation period of 3 months applies. During probation, either party may end the employment by giving 1 week.
3. Notice	After probation, the notice period will be 1 month.
4. Leave	Annual leave of 25 days each year, plus public holidays. Details are set out in the staff handbook.
5. Acceptance	Please sign below and return 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 If we do not hear from you by then, this appointment may be withdrawn.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, Aisha Bello**, accept the appointment on the terms set out in this letter.**

Signature: _____ **Name:** _____

Date of acceptance: _____