Ashford Business Services Ltd

Trainee Appointment Letter

Confirming a trainee appointment in writing: the training, the stipend, and the terms of training.

Training details

Training detail	Value
Training period	_____
Start date	_____
Place of work	_____
Working hours	_____
Stipend	_____

9 November 2026 **To:** Aisha Bello

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

Subject: Appointment as trainee - Office Manager **Dear** Aisha Bello**,**

We are pleased to appoint you as a trainee Office Manager **in** Operations **at** Ashford Business Services Ltd**. You will report to** David Okafor**,** Operations Manager**, who will supervise your training.**

Training plan

During training you will learn: customer service systems, product knowledge and call handling**. Your progress will be reviewed at the end of training. On successful completion, we will confirm your appointment in writing.**

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: _____