Ashford Business Services Ltd

Relieving Letter

Confirming that an employee has been relieved of duties, with the last working day and the service period.

Reference: RL-2026-008 **Date:** 9 November 2026

To Whom It May Concern

1. Employment. This is to certify that James Patel was employed by Ashford Business Services Ltd as Office Manager in Operations, from 4 July 2024 to 9 November 2026.

2. Relieving. The employee has been relieved of duties with effect from 9 November 2026.

3. Dues. There are no pending dues or obligations outstanding, and all company property issued to the employee has been returned.

4. Conduct. During employment with Ashford Business Services Ltd, James Patel carried out the duties of the role with dedication and maintained a good conduct record.

5. Verification. For verification, please contact Sarah Mitchell, HR Manager, on 01632 960 123 or at sarah.mitchell@ashford-business-services.co.uk.

6. Request. This letter is issued at the request of James Patel.

Service details

Employee: _____ **Employee ID:** _____

Job title: _____ **Department:** _____

Employment start date: _____ **Last working day:** _____

Service period: _____

Yours sincerely,

Laura Bennett HR Manager

Ashford Business Services Ltd

01632 960 123 sarah.mitchell@ashford-business-services.co.uk

Authorised signature

Authorised signatory: _____

Role: _____

Signature: _____

Date: _____