Ashford Business Services Ltd

Relieving Letter

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

Verification reference: RL-2026-008

Verify at: www.ashford-business-services.co.uk/verify

Contact for verification: Sarah Mitchell, HR Manager

9 November 2026 **To:** James Patel

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

Subject: Relieving letter - James Patel **Dear** James Patel,

We confirm that you have been relieved of your duties at Ashford Business Services Ltd **with effect from** 9 November 2026**. You were employed as** Office Manager **in** Operations **from** 4 July 2024 **to** 9 November 2026**.**

Service details

Employee	
Employee ID	
Job title	
Department	
Employment start date	
Last working day	
Service period	

There are no pending dues or obligations outstanding, and all company property issued to you has been returned.

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

We wish James Patel every success in the future. If a future employer asks us to confirm this letter, please ask them to contact Sarah Mitchell, HR Manager, on 01632 960 123 or at sarah.mitchell@ashford-business-services.co.uk.

This letter was issued electronically and signed digitally. A future employer may verify it using the reference above. If the reference does not verify, please contact Sarah Mitchell, HR Manager.

Signed digitally by Laura Bennett, HR Manager.