Ashford Business Services Ltd

Relieving-Cum-Experience Letter

Relieving and experience in one letter: the release, then the record of service.

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

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**,**

Part 1: Relieving

With reference to your resignation dated 1 October 2026, we confirm that your resignation has been accepted and you are relieved of your duties as Office Manager with effect from 9 November 2026.

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

Part 2: Experience

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.

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.

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: _____