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

This is to certify that James Patel was employed by Ashford Business Services Ltd as Office Manager, from 4 July 2024 to 9 November 2026, and was relieved of duties with effect from 9 November 2026.

No dues remain outstanding.

Authorised signatory: _____ **Date:** _____

Company seal: _____