**Ashford Business Services Ltd**

# Relieving Letter

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

**Service record**

**Reference:** RL-2026-008

**Employee:** James Patel

**Employee ID:** EMP-1042

**Job title:** Office Manager

**Department:** Operations

For verification, contact Sarah Mitchell, HR Manager.

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:** _____