Ashford Business Services Ltd

No Dues Certificate and Relieving Letter

Certifying that no dues remain outstanding, and confirming the relieving of the employee.

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

To Whom It May Concern

This is to certify that James Patel (Employee ID: EMP-1042) has no dues outstanding to Ashford Business Services Ltd as on 9 November 2026.

No dues statement

Item	Status
Advances, loans and other amounts	Settled
Company property	Returned

The employee was employed as Office Manager in Operations, from 4 July 2024 to 9 November 2026, and is relieved of duties with effect from 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: _____