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

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,

Notice period waiver. With reference to your resignation dated 1 October 2026, the company has agreed to waive the balance of your notice period.

Waiver approved by: Laura Bennett, HR Manager

Notice period required	1 month
Notice period served	1 month
Notice period waived	2 weeks
Last working day	9 November 2026
Waiver approved by	Laura Bennett, HR Manager

You are therefore relieved of your duties as Office Manager in Operations with effect from 9 November 2026. You were employed from 4 July 2024 to 9 November 2026.

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

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: _____