Ashford Business Services Ltd

Relieving Letter

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

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**,**

Company property returned

Item	Return date	Condition
Laptop computer	6 November 2026	Good
Mobile telephone	6 November 2026	Good
Access card and keys	6 November 2026	Good
Documents and files	6 November 2026	Good

All company property listed above has been returned in good condition. No dues remain outstanding.

We confirm that you have been relieved of your duties at Ashford Business Services Ltd **with effect from** 9 November 2026**. You were employed 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.

This letter is issued at the request of James Patel.

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: _____