Ashford Business Services Ltd

Relieving-Cum-No-Dues Letter

Relieving and no-dues in one letter: the release, then the certificate that nothing is outstanding.

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**,**

Part 1: Relieving

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**.**

Service details

Employee: _____ **Employee ID:** _____

Job title: _____ **Department:** _____

Employment start date: _____ **Last working day:** _____

Service period: _____

Part 2: No dues certificate

This is to certify that James Patel has no dues outstanding to Ashford Business Services Ltd as on 9 November 2026. All advances and other amounts have been settled, and all company property has been returned.

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: _____