Ashford Business Services Ltd

Relieving Letter

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

Resignation date	Accepted on	Last working day
1 October 2026	9 November 2026	9 November 2026

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

Dear James Patel**,**

With reference to your resignation dated 1 October 2026, we write to confirm that your resignation has been accepted.

You are relieved of your duties with effect from 9 November 2026. You were employed as Office Manager in Operations, 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: _____