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,

After 2 years 4 months of service

James Patel retires from Ashford Business Services Ltd with effect from 9 November 2026.

Service record

Role	Department	From	To
Office Manager	Operations	4 July 2024	9 November 2026

You joined us on 4 July 2024 as Office Manager in Operations, and you leave us with our thanks for your long and dedicated service.

There are no pending dues or obligations outstanding, and all company property issued to you 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 you a happy and healthy retirement. Your retirement benefits will be settled as set out in the settlement statement sent to you separately.

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: _____