Ashford Business Services Ltd

Service Certificate

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

This is to certify that James Patel was in the service of Ashford Business Services Ltd from 4 July 2024 to 9 November 2026.

Service details

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

Total service: 2 years 4 months**. The employee is relieved of duties with effect from** 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.

For verification, please 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

Company seal: _____