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

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**. 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**, you carried out the duties of the role with dedication and maintained a good conduct record.**

For Ashford Business Services Ltd,

Laura Bennett
HR Manager

01632 960 123 sarah.mitchell@ashford-business-services.co.uk

9 November 2026