Ashford Business Services Ltd

Relieving Letter

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

9 November 2026 **To:** James Patel

14 Oakfield Road, Birmingham B17 9JH 14 Oakfield Road, Birmingham B17 9JH Birmingham, B17 9JH

Subject: Relieving letter following termination of employment - James Patel **Dear** James Patel**,**

Notice of termination dated	9 October 2026
Reason for termination	closure of the department
Last working day	9 November 2026

With reference to the notice of termination dated 9 October 2026, your employment with Ashford Business Services Ltd ended on 9 November 2026.

Service details

Employee: _____ **Employee ID:** _____

Job title: _____ **Department:** _____

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

Service period: _____

There are no pending dues or obligations outstanding, and all company property issued to you has been returned.

A service certificate is available on request. For verification, please contact Sarah Mitchell, HR Manager.

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: _____