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**,**

Thank you for your service to Ashford Business Services Ltd. We are grateful for the dedication and care you brought to your role as Office Manager in Operations, and for the contribution you made to your colleagues and to the business.

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**.**

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.

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 thank you again for your service and wish you every success in your future career. 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.

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: _____