Ashford Business Services Ltd

Salary Certificate

Date: **9 November 2026**

To Whom It May Concern:

This is to certify that **Sarah Mitchell**, Employee ID **EMP-2026-001**, is employed with **Ashford Business Services Ltd** as **Office Manager** in the **Operations** department. Their contract is as follows:

Contract item	Detail
Contract type	**Permanent**
Probation status	**Probation completed on 3 September 2024**
Notice period	**One month**
Hours per week	**37.5 hours**
Work location	**Bristol**

They joined **Ashford Business Services Ltd** on **4 March 2024** and their employment status is **Full-time, permanent**.

Their current salary is **£2,400.00** per month, which is **£28,800.00** per year.

This certificate is issued at the request of the employee for **a bank loan application**.

This certificate is issued on **9 November 2026** and states the position as at that date.

Authorised signature: **James Patel**
Name: **James Patel**
Designation: **Finance Manager**
Date: **9 November 2026**
Company stamp: _____