**Ashford Business Services Ltd**

# Salary Certificate

Date: **9 November 2026**

| Grade: Grade 5 | Pay scale: Scale point 22 |
|---|---|

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

| Pay component | Amount |
|---|---|
| Basic pay | **£2,000.00** |
| Grade allowance | **£300.00** |
| Transport allowance | **£100.00** |
| **Gross pay** | **£2,400.00** |
| Income tax | **£320.00** |
| Pension contribution | **£120.00** |
| Total deductions | **£440.00** |
| **Net pay** | **£1,960.00** |

Monthly salary: **£2,400.00**. Annual salary: **£28,800.00**.

This certificate is issued at the request of the employee for **a bank loan application**. Issued on **9 November 2026**.

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