Ashford Business Services Ltd

Salary Certificate

Date: **9 November 2026**

Part-time basis: 22.5 hours per week

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 on a part-time basis, working **22.5 hours** per week.

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

Their current salary is **£1,440.00** per month, which is **£17,280.00** per year.

Pay breakdown	Amount
Basic pay	**£1,200.00**
Housing allowance	**£180.00**
Transport allowance	**£60.00**
Gross pay	**£1,440.00**
Income tax	**£192.00**
Pension contribution	**£72.00**
Total deductions	**£264.00**
Net pay	**£1,176.00**

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: _____