Ashford Business Services Ltd

Salary Certificate

Date: **9 November 2026**

Joined: 4 March 2024	Service: 7 years	Retires: 31 March 2031

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**.

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

Final monthly salary: £2,400.00

This certificate is issued at the request of the employee for pension and retirement purposes.

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: _____