Ashford Business Services Ltd

Salary Certificate

Date: **9 November 2026**

Tax year: 2026-27	Employer tax reference: 123/AB45678

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 annual tax position is as follows:

Annual tax item	Amount
Annual salary	**£28,800.00**
Annual income tax paid	**£3,840.00**
Annual pension contribution	**£1,440.00**
Annual net pay	**£23,520.00**

This certificate is issued at the request of the employee for tax 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: _____