Ashford Business Services Ltd

Employee Experience Certificate

A formal certificate of employment for a departing employee.

Field	Entry
Certificate number	**Certificate number**
Date	**9 November 2026**
Employee	**Sarah Mitchell**
Employee ID	**Employee ID**

To whom it may concern

This is to certify that **Sarah Mitchell** was employed by **Ashford Business Services Ltd** as **Office Manager** from **9 November 2026** to **9 November 2026**.

Roles held

Role	Department	From	To
Office Manager	**Operations**	**9 November 2026**	**9 November 2026**
Previous role	**Operations**	**9 November 2026**	**9 November 2026**

Duties

Summary of main duties and responsibilities as agreed at the meeting.

Conduct and performance

Conduct and performance statement.

This certificate is issued at the request of **Sarah Mitchell**.

For verification, please contact **James Patel**, **Contact role**, on **01632 960 123** or at **james.patel@ashford-business-services.co.uk**.

Authorised signature

Field	Entry
Authorised signatory	**James Patel**
Role	**Office Manager**

Ashford Business Services Ltd

Field	Entry
Signature	
Date	**9 November 2026**

Company seal

Affix the company seal here, if your company uses one.

Document control

Field	Entry
Document	Employee Experience Certificate
Prepared by	**Helen Morris, Office Manager**
Owner	**Michael Davies, Finance Manager**
Version	1.0
Date	**9 November 2026**