Ashford Business Services Ltd

Employment Offer Letter

Offering a role in writing: the job, the pay, the start date, and the conditions of the offer.

9 November 2026

To: **9 November 2026**

9 November 2026

9 November 2026

Town or city, **Postal code**

Subject: Offer of employment - Office Manager

Dear **9 November 2026**,

We are pleased to offer you the role of **Office Manager** in **Operations** at **Ashford Business Services Ltd**. You will report to **Sarah Mitchell**, **Office Manager**.

Offer summary

Field	Entry
Role	**Office Manager**
Department	**Operations**
Reports to	**Sarah Mitchell**, **Office Manager**
Start date	**9 November 2026**
Place of work	**Place of work**
Working hours	**Working hours**
Gross salary	**GBP £120.00** per year
Pay frequency and pay date	**£120.00** on **9 November 2026**
Probation period	**November 2026**
Notice period	**November 2026**
Annual leave	**Annual leave entitlement as agreed at the meeting.** each year, plus **Public holidays**

Ashford Business Services Ltd

Your employment will start on **9 November 2026**. Your place of work will be **Place of work**. Your normal working hours will be **Working hours**.

Your gross salary will be **GBP £45.00** per year, paid **£45.00** on **9 November 2026**, before deductions. Your salary will be reviewed on **9 November 2027**.

Your employment will be subject to a probation period of **November 2026**. During probation, either party may end the employment by giving **November 2026**. After probation, the notice period will be **November 2026**.

Benefits

In addition to your salary, you will receive the following benefits:

- **Benefit 1**
- **Benefit 2**
- **Benefit 3**

Your annual leave entitlement will be **Annual leave entitlement as agreed at the meeting.** each year, plus **Public holidays**. Full details of your benefits and leave are set out in **Benefits and leave details as agreed at the meeting**.

Conditions of this offer

This offer is conditional on us receiving satisfactory references and evidence of your right to work. Please send these to **James Patel** by **23 November 2026**.

Please confirm your acceptance by signing below and returning this letter by **9 November 2026**. If we do not hear from you by then, this offer may be withdrawn.

We look forward to welcoming you to **Ashford Business Services Ltd**.

Yours sincerely,

Sarah Mitchell

Office Manager

Ashford Business Services Ltd

01632 960 123

james.patel@ashford-business-services.co.uk

Acceptance

I, **9 November 2026**, accept the offer of employment on the terms set out in this letter.

Signature	James Patel
Name	9 November 2026

Ashford Business Services Ltd

Date	**9 November 2026**