Ashford Business Services Ltd

Salary Revision Letter

Confirming a salary change in writing: the old salary, the new salary, and the date it takes effect.

9 November 2026

To: **Sarah Mitchell**, **Office Manager**

Department: **Operations**

Subject: Salary revision with effect from 9 November 2026

Dear **Sarah Mitchell**,

Following **Review type**, we are pleased to confirm a change to your salary, with effect from **9 November 2026**.

Salary revision summary

Field	Entry
Current gross salary	**GBP £120.00** per year
New gross salary	**GBP £120.00** per year
Change in salary	**GBP £120.00** per year
Effective date	**9 November 2026**
Pay frequency and pay date	**£120.00** on **9 November 2026**
Next review date	**9 November 2027**

Your gross salary will change from **GBP £45.00** per year to **GBP £45.00** per year. This is a change of **GBP £45.00** per year, before deductions.

This change reflects **Reason for change as agreed at the meeting**.

Your salary will be paid **£45.00** on **9 November 2026**. All other terms of your employment remain unchanged, including your role, your working hours, and your place of work.

Your next salary review will be on **9 November 2027**. Thank you for your contribution to **Ashford Business Services Ltd**.

Yours sincerely,

James Patel

Office Manager

Ashford Business Services Ltd

Acceptance

I accept the salary revision on the terms set out in this letter.

Signature	Helen Morris
Name	Sarah Mitchell
Date	9 November 2026