Ashford Business Services Ltd

Termination Letter

This template provides general wording only and is not legal advice. Check the wording against your agreement and the rules that apply to you before you use it.

9 November 2026
From: Sarah Mitchell, 14 Oakfield Road, Birmingham B17 9JH
To: Sarah Mitchell, 14 Oakfield Road, Birmingham B17 9JH
Dear Sarah Mitchell,
Re: Termination of Employment / contract / service arrangement, as applicable

1. Parties and reference

From: Sarah Mitchell **To:** Sarah Mitchell
Agreement or employment: JOB-1042
Dated: 9 November 2026 **Role or service:** Office Manager

2. Notice and reason for termination

This letter gives notice that the Employment / contract / service arrangement, as applicable in section 1 will end on 9 November 2026.

The reason for this termination is: Reason for termination, for example: end of a fixed term, completion of the work, or the reason recorded in the agreement as agreed at the meeting.

3. Effective date, notice period and final settlement

The notice period is November 2026, as set out in November 2026. Notice is given on 9 November 2026 and the Employment / contract / service arrangement, as applicable ends on 9 November 2026. Any payment in place of notice will be £45.00.

Any final amount due will be paid as follows: 23 November 2026. This includes £45.00. Any amount owed by Sarah Mitchell will be settled as follows: £45.00.

4. Handover and return of property

By 9 November 2026, Sarah Mitchell must hand over Work, files, or duties to be handed over to Sarah Mitchell and return all property belonging to Sarah Mitchell, including List of property to be returned, for example: keys, equipment, documents, or access cards.

If you have any questions about this letter, please contact Sarah Mitchell at sarah.mitchell@ashford-business-services.co.uk. Thank you for your work under this Employment / contract / service arrangement, as applicable.

Signature: _____ **Date:** 9 November 2026
Full name: Sarah Mitchell **Role:** Office Manager
Acknowledged by: Signature: _____ **Date:** 9 November 2026
Full name: Sarah Mitchell **Role:** Office Manager