Ashford Business Services Ltd

Holiday Office Closure Notice

Document	Date	From	To
OF-MC-001	9 November 2026	James Patel, Office Manager	All staff

Subject: Office closure - Sarah Mitchell

The office at Boardroom, 12 Church Street, Birmingham will be CLOSED on 9 November 2026 for Sarah Mitchell.
Reopens: 9 November 2026. No routine business will be handled while closed.

Emergency contact during closure: Sarah Mitchell on Emergency contact number. Routine queries should wait until 9 November 2026.

What staff need to do

- Plan work so nothing routine is left outstanding for 9 November 2026.
- Note the reopening date, 9 November 2026, and the emergency contact above.
- Direct questions about this closure to James Patel, Office Manager.