Ashford Business Services Ltd

Welcome aboard!

New Joiner Announcement

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

Subject: New joiner - Sarah Mitchell

Ashford Business Services Ltd is pleased to welcome Sarah Mitchell to the team.

Name	Sarah Mitchell
Role	Office Manager
Department	James Patel
Start date	9 November 2026
Based at	Boardroom, 12 Church Street, Birmingham
Reports to	Helen Morris, Office Manager

- Please welcome Sarah Mitchell on 9 November 2026 and help them settle into James Patel.
- Direct questions about this announcement to Helen Morris, Office Manager.