Ashford Business Services Ltd

Working Hours Change Notice

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

Subject: Revised working hours

Ashford Business Services Ltd announces revised working hours for staff at Boardroom, 12 Church Street, Birmingham:

Day	Hours
Monday	Working hours
Tuesday	Working hours
Wednesday	Working hours
Thursday	Working hours
Friday	Working hours

Effective: 9 November 2026. This notice supersedes Previous document title as agreed at the meeting. (previously Previous working hours).

Exceptions: staff in James Patel needing different hours must agree them with Sarah Mitchell before 9 November 2026.

What staff need to do

- Note the revised hours and the effective date, 9 November 2026.
- Direct questions to Sarah Mitchell, Office Manager.