Ashford Business Services Ltd

Employment Offer Letter

Offering a role in writing: the job, the pay, the start date, and the conditions of the offer.

9 November 2026 **To:** 9 November 2026

9 November 2026 9 November 2026 Town or city, Postal code

Subject: Offer of employment - Office Manager **Dear** 9 November 2026**,**

We are pleased to offer you the role of Office Manager **in** Operations **at** Ashford Business Services Ltd**. You will report to** Sarah Mitchell**,** Office Manager**.**

Offer summary

Role: _____ **Department:** _____

Reports to: _____ **Start date:** _____

Place of work: _____ **Working hours:** _____

Gross salary: GBP £45.00 **per year**

Pay frequency and pay date: £45.00 **on** 9 November 2026

Probation period: _____ **Notice period:** _____

Annual leave: Annual leave entitlement as agreed at the meeting. **each year, plus** Public holidays

Your employment will start on 9 November 2026**. Your place of work will be** Place of work**. Your normal working hours will be** Working hours**.**

Your gross salary will be GBP £120.00 **per year, paid** £120.00 **on** 9 November 2026**, before deductions. Your salary will be reviewed on** 9 November 2027**. Your employment will be subject to a probation period of** November 2026**. During probation, either party may end the employment by giving** November 2026**. After probation, the notice period will be** November 2026**.**

Benefits In addition to your salary, you will receive the following benefits:

Benefit 1

Benefit 2

Benefit 3

Your annual leave entitlement will be Annual leave entitlement as agreed at the meeting. each year, plus Public holidays. Full details of your benefits and leave are set out in Benefits and leave details as agreed at the meeting.

Conditions of this offer This offer is conditional on us receiving satisfactory references and evidence of your right to work. Please send these to James Patel **by** 23 November 2026**. Please confirm your acceptance by signing below and returning this letter by** 9 November 2026**. If we do not hear from you by then, this offer may be withdrawn. We look forward to welcoming you to** Ashford Business Services Ltd**.**

Yours sincerely,

Sarah Mitchell Office Manager

Ashford Business Services Ltd

01632 960 123 james.patel@ashford-business-services.co.uk

Acceptance I, 9 November 2026**, accept the offer of employment on the terms set out in this letter.**

Signature: _____ **Name:** _____

Date of acceptance: _____