[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Internship Certificate

Certifying the successful completion of an internship: the intern, the role, the duration, and the work done.

Certificate number: **[Certificate number]** Date of issue: **[Certificate issue date]**

This is to certify that

[Intern name]

has successfully completed an internship as **[Intern role]** with **[Company name]**, from **[Internship start date]** to **[Internship end date]**.

Duration and hours

Start date	End date	Hours per week	Total hours
[Internship start date]	[Internship end date]	[Hours per week]	[Total hours]

Duration: **[Duration in weeks]**, totalling **[Total hours]** of supervised work.

Attendance: **[Attendance]**

Work summary: **[Work summary]**

Performance: **[Performance]**

Issued at the request of **[Intern name]**. For verification, please contact **[Contact name]**, **[Contact role]**.

Authorised signatory: _____ Date: _____

Company seal: _____