[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

Certificate number: [Certificate number]

Date of issue: [Certificate issue date]

Intern: [Intern name]

Intern role: [Intern role]

Department: [Department]

For verification, contact [Contact name], [Contact role].

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].

Work summary: [Work summary]

Performance: [Performance]

Authorised signatory: _____ **Date:** _____

Company seal: _____