Ashford Business Services Ltd

Internship Certificate

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

Certificate number: INT-2026-014	**Date of issue: 9 November 2026**	**Version: 1.0**

To whom it may concern This is to certify that **Emma Clarke** completed an internship with **Ashford Business Services Ltd** as **Marketing Intern** in **Marketing**, from **9 November 2026** to **8 February 2027**.

Internship record

Intern: Emma Clarke	**Start date: 9 November 2026**
Intern role: Marketing Intern	**End date: 8 February 2027**
Department: Marketing	**Supervisor: Sarah Mitchell**
Duration: 13 weeks	**Place of work: Head office, 12 High Street, Birmingham**

Work summary: **Assisted the marketing team with research, social media and event preparation.**

Performance: **Excellent. Reliable, keen to learn and a strong team member.**

This certificate is issued at the request of **Emma Clarke**.

For verification, please contact **Sarah Mitchell**, **HR Manager**, on **01632 960 123** or at **sarah.mitchell@ashford-business-services.co.uk**.

Issued by

Authorised signatory: _____

Role: _____

Signature: _____

Date: _____

Company seal: _____

Affix the company seal here, if your company uses one.

Document control

Document: Internship Certificate

Prepared by: _____ **Owner: _____**

Version: 1.0 Date: _____