[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]	**Version:** 1.0

To whom it may concern This is to certify that **[Intern name]** completed an internship with **[Company name]** as **[Intern role]** in **[Department]**, from **[Internship start date]** to **[Internship end date]**.

Internship record

Intern: [Intern name]	**Start date:** [Internship start date]
Intern role: [Intern role]	**End date:** [Internship end date]
Department: [Department]	**Supervisor:** [Supervisor name]
Duration: [Duration]	**Place of work:** [Place of work]

Work summary: **[Work summary]**

Performance: **[Performance]**

This certificate is issued at the request of **[Intern name]**.

For verification, please contact **[Contact name]**, **[Contact role]**, on **[Contact telephone]** or at **[Contact email address]**.

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: _____