[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

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

This is to certify that [Intern name] 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: _____