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**

Intern: **Emma Clarke**

Intern role: **Marketing Intern**

Our mission: **Supporting learning in local communities**

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**.

Community service record

Community project	Volunteer hours
After-school learning centres	**120 hours**

Internship details

Department: **Marketing**

Duration: **13 weeks**

Start date: **9 November 2026**

End date: **8 February 2027**

Supervisor: **Sarah Mitchell**

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.