[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]**

Intern: **[Intern name]**

Intern role: **[Intern role]**

Our mission: **[NGO mission]**

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]**.

Community service record

Community project	Volunteer hours
[Community project]	**[Volunteer hours]**

Internship details

Department: **[Department]**

Duration: **[Duration]**

Start date: **[Internship start date]**

End date: **[Internship end date]**

Supervisor: **[Supervisor name]**

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.