[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]**

This is to certify that

[Intern name]

has successfully completed an internship as **[Intern role]** with **[Company name]**, **[Department]**, from **[Internship start date]** to **[Internship end date]**.

Performance band: **[Performance band]**

Band definition: **[Band definition]**

Bands: **[Performance bands]**

Work summary: **[Work summary]**

Issued at the request of **[Intern name]**. For verification, please contact **[Contact name]**, **[Contact role]**.

Authorised signatory: _____ Date: _____

Company seal: _____