Ashford Business Services Ltd

Head office, 12 High Street, Birmingham

01632 960 123 sarah.mitchell@ashford-business-services.co.uk

Internship Certificate

Date of issue: **9 November 2026**

To Whom It May Concern

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**.

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.**

We recommend **Emma Clarke** to any future employer. **David Okafor** supervised the internship and is happy to confirm the details above.

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**.

Sincerely,

For Ashford Business Services Ltd

Authorised signatory: _____

Role: _____

Signature: _____

Date: _____

Company seal: _____