## [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]

### Supervisor evaluation

| Criterion | Score | Comment |
|---|---|---|
| Quality of work | [Evaluation score 1] | [Evaluation comment 1] |
| Reliability | [Evaluation score 2] | [Evaluation comment 2] |
| Teamwork | [Evaluation score 3] | [Evaluation comment 3] |

Overall grade: [Grade]

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].

Work summary: [Work summary]

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.