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**

Internship timeline

Date	Milestone
30 November 2026	Induction and first tasks
15 January 2027	Mid-point review
5 February 2027	Final project and handover

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**.

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.