**[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]**

## Internship timeline

| Date | Milestone |
|---|---|
| **[Milestone date 1]** | Induction and first tasks |
| **[Milestone date 2]** | Mid-point review |
| **[Milestone date 3]** | Final project and handover |

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]**

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.