[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.

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]**.

Certificate record

Field	Detail	Field	Detail
Certificate number	**[Certificate number]**	Date of issue	**[Certificate issue date]**
Intern	**[Intern name]**	Intern role	**[Intern role]**
Department	**[Department]**	Duration	**[Duration]**
Start date	**[Internship start date]**	End date	**[Internship end date]**
Supervisor	**[Supervisor name]**	Place of work	**[Place of work]**
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]**.

Authorised signatory: _____

Company seal

Date: _____