[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.

[Company name]

[Place of work]

Date of issue: **[Certificate issue date]**

To: The Registrar, **[College or university]**

Subject: Internship certificate - [Intern name]

Dear Sir or Madam,

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]**.

Course and year: **[Course and year]**

University reference: **[University reference]**

This internship is submitted for **[Credits]** of academic credit. The intern completed **[Total hours]** of supervised work, assessed by the industry supervisor named below.

Internship details

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]**.

Issued by

Authorised signatory: _____

Role: _____

Signature: _____

Date: _____

Company seal: _____

Affix the company seal here, if your company uses one.