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

Logbook summary

Week	Focus
Week 1	**Induction and research**
Week 6	**Social media planning**
Week 13	**Event preparation 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**.

The full logbook is held with the internship records.

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.