Ashford Business Services Ltd

Internship Offer Letter

Offering an internship in writing: the role, the duration, the stipend, and the terms.

Subject: Offer of internship - Marketing Intern

Date: 9 November 2026 **To:** Emma Clarke <emma.clarke@ashford-business-services.co.uk>

Dear Emma Clarke**,**

We are pleased to offer you an internship as Marketing Intern **in** Operations **at** Ashford Business Services Ltd**. You will report to** David Okafor**,** Marketing Manager**.**

Your internship will run from 9 November 2026 **to** 8 February 2027 **at** Head office, 12 High Street, Birmingham**. Your stipend will be** £850.00 per month**, and your normal working hours will be** Monday to Friday, 9.00 am to 5.30 pm**.**

During the internship you will work on marketing support, research and event preparation **and will be supervised by** David Okafor**. You will be expected to follow our workplace policies, including those on attendance, conduct and confidentiality.**

This internship does not create an employment relationship. On successful completion, we will issue you an internship certificate.

To accept, please reply to this email by 23 November 2026**. If we do not hear from you by then, this offer may be withdrawn. We look forward to welcoming you to** Ashford Business Services Ltd**.**

Best regards,

Laura Bennett HR Manager

Ashford Business Services Ltd

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