Ashford Business Services Ltd

Internship Offer Letter

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

9 November 2026 **To:** Emma Clarke

14 Oakfield Road, Birmingham B17 9JH 14 Oakfield Road, Birmingham B17 9JH Birmingham, B17 9JH

Subject: Extension of your internship - Marketing Intern **Dear** Emma Clarke**,**

We are pleased to offer you an extension of your internship as Marketing Intern **in** Operations **at** Ashford Business Services Ltd**.**

Item	Detail
Extension start date	9 February 2027
Extension end date	8 May 2027
Stipend during the extension	£900.00 per month

During the extension you will continue to work on marketing support, research and event preparation **under the supervision of** David Okafor**. All other terms of your original offer remain unchanged.**

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

Acceptance of this offer

Please confirm your acceptance by signing below and returning this letter 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 If we do not hear from you by then, this offer may be withdrawn.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**.**

Yours sincerely,

Laura Bennett HR Manager

Ashford Business Services Ltd

01632 960 123 james.patel@ashford-business-services.co.uk

Acceptance

I, Emma Clarke**, accept the offer of internship on the terms set out in this letter.**

Signature: _____ **Name:** _____

Date of acceptance: _____