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: Offer of internship - Marketing Intern **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**.**

Fixed term and extension

Period	Detail
Fixed term	**From** 9 November 2026 **to** 8 February 2027**.**
Extension	**May be extended once, by** 3 months**, if your work and attendance are satisfactory and the work is still available.**
Extension decision by	20 January 2027

An extension is not guaranteed. We will confirm any extension in writing before the end date above.

Your internship will start on 9 November 2026 **and end on** 8 February 2027**. Your place of work will be** 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.

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 If we do not hear from you by then, this offer may be withdrawn.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: _____