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**.**

Hybrid working

Your week

In the office: Tuesday and Thursday

Working remotely: Monday, Wednesday and Friday

Tools and hours

Tools we use: Slack, Zoom and Trello

Core hours (when the team is online): 10.00 am to 4.00 pm

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 normal working hours will be** Monday to Friday, 9.00 am to 5.30 pm**.**

Your stipend will be £850.00 per month**. 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 If we do not hear from you by then, this offer may be withdrawn.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: _____