**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**,**

### Stipend payment schedule

| Instalment | Amount | Paid on |
|---|---|---|
| First | £283.33 | 5 December 2026 |
| Second | £283.33 | 5 January 2027 |
| Final | £283.34 | 5 February 2027 |

**Your total stipend is** £2,550.00 in total**, paid in the instalments above by** Bank transfer**.**

**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 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**.**

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 If we do not hear from you by then, this offer may be withdrawn.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