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**.**

Joining instructions

On your first day, please report to James Patel **at** 9.30 am**.**

Please bring

Tick	Please bring
	Photo ID
	Degree certificate
	Bank details

We will give you your joining kit on arrival: a laptop, a staff pass and a welcome guide**.**

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.**

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 If we do not hear from you by then, this offer may be withdrawn.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