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**.**

Internship summary

Intern role: _____ **Department:** _____

Reports to: _____ **Start date:** _____

Duration: _____ **End date:** _____

Place of work: _____ **Working hours:** _____

Stipend: _____

Work areas: _____

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.**

Annex A: Confidentiality

1. You must keep confidential all company information you see or hear during the internship, including client details, prices, and plans.

2. You must not share company information outside the company, or use it for any purpose other than your internship work.

3. This duty continues for 12 months after the internship ends **after the internship ends.**

By signing below you also accept Annex A as part of this offer.

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 If we do not hear from you by then, this offer may be withdrawn.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 and Annex A on the terms set out in this letter.**

Signature: _____ **Name:** _____

Date of acceptance: _____