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**,**

Part-time schedule

Week	Days	Hours
Every week	3 days	20 hours

Pro-rata stipend: £425.00 per month **per month.**

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 working days will be Monday, Wednesday and Friday**. Your stipend is paid pro rata for the hours you work, on** 5th of each month**.**

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**.**

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 If we do not hear from you by then, this offer may be withdrawn.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