Ashford Business Services Ltd

Internship Offer Letter

Offering an internship in writing: the role, the duration, the stipend, and the terms.

To: Emma Clarke

Postal address: 14 Oakfield Road, Birmingham B17 9JH**,** 14 Oakfield Road, Birmingham B17 9JH**,** Birmingham**,** B17 9JH

From: Laura Bennett

Date: 9 November 2026

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**.**

Working remotely

Mode: Fully remote

Tools we use: Slack, Zoom and Trello

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

Equipment: Laptop and software licences

You will join team meetings on Slack, Zoom and Trello **and share your work there. Company data must stay in company accounts and must not be stored on personal drives.**

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.**

To accept, please reply to this email 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 If we do not hear from you by then, this offer may be withdrawn.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**.**

Best regards,

Laura Bennett HR Manager

Ashford Business Services Ltd

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