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**.**

Your internship will run from 9 November 2026 **to** 8 February 2027 **at** Head office, 12 High Street, Birmingham**. Your stipend will be** £850.00 per month**, and 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**. This internship does not create an employment relationship.**

Please confirm your acceptance by signing below and returning this letter by 23 November 2026**. 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: _____