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**.**

Terms of this offer

Term	Detail
Duration	**The internship runs from** 9 November 2026 **to** 8 February 2027**.**
Hours and place	**Your normal working hours will be** Monday to Friday, 9.00 am to 5.30 pm **at** Head office, 12 High Street, Birmingham**.**
Stipend	**Your stipend will be** £850.00 per month**.**
Supervision	**You will report to** David Okafor**,** Marketing Manager**, who will guide your day-to-day work.**
Status	**This internship does not create an employment relationship. On successful completion, we will issue you an internship certificate.**
Acceptance	**Please sign below and return 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 If we do not hear from you by then, this offer may be withdrawn.**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: _____