

Template from www.lineupx.com/hr-letters/internship-certificate-format. Replace every highlighted [field], keep the version you need and delete the rest. This is a template, not legal advice: check the final wording against your company policy and with your HR or legal adviser.

Version 1: Standard completion certificate. Use it when the college or a later employer needs a plain confirmation of role, dates and work.

[Company name]

[Letterhead with address and contact details]

Certificate no.: [Certificate number]

Date of issue: [Date of issue]

To whom it may concern

Internship completion certificate

[Company name] confirms that the person named below completed an internship with us.

Name of intern: [Intern's full name (as on college records)]

Course and college: [Course], [College or university]

Enrolment or roll no.: [number, if the college asks for it]

Role: [Internship role]

Period: [Internship start date] to [Internship end date]

Type: [full-time / part-time], [on-site / hybrid]

Mentor: [Mentor's name]

Work done: [Project or work done (a short noun phrase)]

[Optional: one true line on attendance or conduct, or delete this line.]

We wish [Intern's full name (as on college records)] every success. This certificate is issued at the intern's request, for submission to the college or a future employer. The details above are taken from our internship records. For verification, write to [Email for verification requests] and quote the certificate number.

[Signatory's name]

[Signatory's designation]

For [Company name]

[Company seal, if you use one]

Version 2: Certificate with a performance note. Use it when the college or the intern asks for a view of the work and the mentor has reviewed it.

[Company name]

[Letterhead with address and contact details]

Certificate no.: [Certificate number]

Date of issue: [Date of issue]

Internship certificate with performance note

[Intern's full name (as on college records)] ([Course], [College or university]) interned at [Company name] as [Internship role] between [Internship start date] and [Internship end date], in the team of [Mentor's name].

Work completed: [Project or work done (a short noun phrase)].

Skills shown: [skill one], [skill two] and [skill three].

Performance: [rating from the company's documented scale, with its definition, or a factual summary of the mentor's review]. Evidence supporting this assessment: [specific completed work or observed behaviour].

[Optional attendance or conduct note: include only a statement supported by records; otherwise delete this line.]

Mentor's remark: [one true sentence on a strength, for example how the intern handled feedback].

We thank [Intern's full name (as on college records)] for the contribution and wish [him/her/them] success.

Issued at the intern's request. For confirmation, email [Email for verification requests] with the certificate number.

[Signatory's name]

[Signatory's designation]

For [Company name]

Version 3: Remote internship certificate. Use it for an internship done entirely online, where tools and deliverables, not office attendance, show the work.

[Company name]

[Letterhead with address and contact details]

Certificate no.: [Certificate number]

Date of issue: [Date of issue]

Remote internship certificate

[Intern's full name (as on college records)] completed a remote internship with [Company name] as [Internship role] from [Internship start date] to [Internship end date]. Course and college recorded for the internship: [Course], [College or university].

The internship was carried out online under the guidance of [Mentor's name]. Work undertaken: [Project or work done (a short noun phrase)]. Tools used: [tools actually used]. Working pattern: [full-time / part-time]. Review arrangements: [actual frequency and method of mentor reviews].

Work submitted: [report, code repository, designs or other deliverables].

[Add a line on performance and conduct only if the college asks for one.]

For verification, write to [Email for verification requests] and quote the certificate number. After checking the request and the intern's authorisation, we can confirm the recorded role, dates and work completed.

[Signatory's name]

[Signatory's designation]

For [Company name]

Version 4: Short-term internship certificate. Use it for an internship of a few weeks, such as a winter or summer break, where a half-page certificate is enough.

[Company name]

[Letterhead with address and contact details]

Certificate no.: [Certificate number]

Date of issue: [Date of issue]

Certificate of short-term internship

To whom it may concern

This certificate is awarded to [Intern's full name (as on college records)] of [College or university] ([Course]) for completing a short internship at [Company name] as [Internship role] from [Internship start date] to [Internship end date].

Work done: [Project or work done (a short noun phrase)].

Mentor: [Mentor's name].

Mode: [on-site / remote / hybrid]. Hours: [full-time / part-time].

Total duration: [number] weeks.

Offer letter: [date or reference number].

It is issued for academic and professional reference. It confirms the period above only and does not promise or imply future employment.

[Add what the intern learned or delivered, in one line, or delete this line.]

Verification: write to [Email for verification requests], quoting the certificate number. After checking the request and the intern's authorisation, we can confirm the recorded details.

[Signatory's name]

[Signatory's designation]

For [Company name]