

Certificate No.: [COMPANY CODE-YEAR-SERIAL]

Date of issue: [DD Month YYYY]

[COMPANY LETTERHEAD: legal name, logo, address, phone, official email, website]

[NTN: \_\_\_\_ | SECP Reg. No.: \_\_\_\_ | PSEB Reg. No.: \_\_\_\_ (where applicable)]

# INTERNSHIP COMPLETION CERTIFICATE

*This is to certify that*

**[Full Name as on CNIC]**

[son/daughter] of [Father's Name], a student of [Degree, Semester] at [University] (Roll No. [\_\_\_\_]), has completed an internship at  
[Company Legal Name] as a [Track/Role] Intern.

**Internship period:** [Start date] to [End date] ([duration])    **Mode and hours:** [Onsite at City / Remote / Hybrid], about [\_\_] hours per week

**Supervisor:** [Name, Designation]

During the internship, [he/she] worked on [2 to 4 specific tasks, e.g. building REST APIs for a client dashboard]. [His/Her] performance was  
[satisfactory / good / excellent].

Verify: scan the QR code or visit [verification URL on company domain].

\_\_\_\_\_  
[Supervisor Name], [Designation]

[Company stamp]    [QR code]

*[Replace everything in square brackets. Only the company can sign, stamp and issue this certificate. Delete this line before printing.]*

**[COMPANY LETTERHEAD: legal name, logo, address, phone, official email, website]**

[NTN: \_\_\_\_ | SECP Reg. No.: \_\_\_\_ | PSEB Reg. No.: \_\_\_\_ (where applicable)]

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Ref. No.: [\_\_\_\_]

Date: [DD Month YYYY]

### **TO WHOM IT MAY CONCERN**

This is to confirm that [Full Name] worked with [Company Legal Name] as a [Role] Intern from [Start date] to [End date] ([duration]), [onsite at our City office / remotely].

**Main responsibilities and work completed:**

- [Task with result, e.g. built the booking form and admin table for a client website]
- [Task with result]

**Tools used:** [e.g. React, Node.js, Git, Figma]

[He/She] reported to [Supervisor Name, Designation], who reviewed [his/her] work [weekly]. [One or two honest lines on punctuality, learning speed and quality of work.]

For verification, contact [HR email on company domain] or [phone], quoting Ref. No. [\_\_\_\_].

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[Name], [HR Manager / Team Lead]

[Company stamp]

*[Print on the company letterhead and sign by hand. Delete this line before printing.]*

**[COMPANY LETTERHEAD: legal name, logo, address, phone, official email, website]**

[NTN: \_\_\_\_ | SECP Reg. No.: \_\_\_\_ | PSEB Reg. No.: \_\_\_\_ (where applicable)]

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Ref. No.: [\_\_\_\_]

Date: [DD Month YYYY]

To

The Internship Coordinator / Chairperson

Department of [Computer Science], [University], [City]

**Subject: Internship completion of [Full Name], Roll No. [\_\_\_\_]**

Dear Sir/Madam,

With reference to your letter No. [\_\_\_\_] dated [\_\_\_\_], we confirm that [Full Name], [Degree, Semester], completed an internship with [Company Legal Name] from [Start date] to [End date] ([duration]) in the [Track/Role] team.

The internship was [onsite / remote / hybrid], about [\_\_\_\_] hours per week, under the supervision of [Supervisor Name, Designation]. [His/Her] main work included [2 to 3 tasks]. Your evaluation form is attached, signed by the supervisor.

Yours sincerely,

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[Supervisor Name], [Designation]  
[phone / official email]

[Company stamp]

*[Use this when your department sent a request letter. Attach the department's evaluation form. Delete this line before printing.]*