

LETTERHEAD

I hereby confirm that (student's name, born date/month/year) has completed a part-time internship at (company's name) from (month/date) until (month/date) as a part of the BI Internship programme for Bachelor students. The student has worked 240 hours in total during the BI Internship periode.

- the intern's role at the company
- which department(s)
- responsibilities/tasks
- assessment of how the tasks were conducted (punctuality, independence, proactivity, collaboration, leadership or anything else the company considers relevant)

It is important to communicate how the students have conducted their tasks at the company regarding the results recorded in the learning agreement. If possible, specify the added value to the company.

Name
(Company contact person)

Place, date
(Company name)

signature

(This is just a template. The company is welcome to use its own template if available)