

Ghana National Fire Service

P.O. Box 662

Agona Swedru

DATE: 9th September, 2024

The Head

Department of Management Science

University of Education, Winneba

P. O. Box 25,

Winneba

Dear Sir/Madam,

Assurance Letter for Internship Placement of Ms. Lydia Donkoh

I am writing to confirm that Ms. Lydia Donkoh a student from the University of Education, Winneba, has been granted approval to undertake a four-month internship program at Agona Swedru Fire Station from 1st January, 2025 to 31st April, 2025. We are pleased to support Ms. Lydia Donkoh in gaining practical experience and enhancing her skill in her field of study.

At Agona Swedru Fire Station, we recognize the importance of providing students with opportunities to apply theoretical knowledge in real-world settings. We are committed to offering Ms. Lydia Donkoh a comprehensive learning experience that aligns with her academic pursuits and career aspirations. Our institution has a structured internship program that ensures interns receive proper supervision, mentorship, and the chance to work on meaningful projects.

During the internship, Ms. Lydia Donkoh will be involved in various task/projects assigned to him/her in the organization. This will allow her to develop her skills to gain valuable industry insights, and build professional networks. We assure you that Ms. Lydia Donkoh will be supervised by ADOI Evans Titus Donkoh, who is an experienced professional in the Human Resource Management Department. ADOI Evans Titus Donkoh will provide regular feedback and guidance to ensure the internship is both educational and rewarding for the student.

Please do not hesitate to contact me directly on 0243634319 or kambari09@yahoo.com if you require and further information or have any questions regarding this internship arrangement. We look forward to welcoming Ms. Lydia Donkoh and supporting her professional development during this internship period.

Thank you for your attention and cooperation.

Sincerely,



IDRIISS IS-HAQ KAMBARI (DOIII)
MUNICIPAL FIRE COMMANDER
GHANA NATIONAL FIRE SERVICE (AGONA SWEDRU)

**MUNICIPAL COMMANDER
GHANA NATIONAL FIRE SERVICE
AGONA SWEDRU**