

ADDRESS

FRASEMAN SHS  
Box 27 Tarkwa

DATE

21/11/24

The Head  
Department of Management Science  
University of Education, Winneba  
P. O. Box 25,  
Winneba

Dear Sir/Madam,

Assurance Letter for Internship Placement of Mr./Ms FRANCIS NYAMEYEDOH

I am writing to confirm that Mr./Ms FRANCIS NYAMEYEDOH, a student from the University of Education, Winneba, has been granted approval to undertake a four-month internship program at FRASEMAN SHS from DD MM YYYY to DD MM YYYY. We are pleased to support Mr./Ms FRANCIS NYAMEYEDOH in gaining practical experience and enhancing their skills in their field of study.

At FRASEMAN SHS, we recognize the importance of providing students with opportunities to apply theoretical knowledge in real-world settings. We are committed to offering Mr./Ms FRANCIS NYAMEYEDOH a comprehensive learning experience that aligns with their 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, Mr./Ms FRANCIS NYAMEYEDOH will be involved in various task/projects assigned to him/her in the organisation. This will allow them to develop their skills to gain valuable industry insights, and build professional networks. We assure you that Mr./Ms FRANCIS NYAMEYEDOH will be supervised by [PHYLLIS OSEI], who is an experienced professional in [relevant field/department]. [Supervisor's Name] 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 at 0244272973 or naanaosei06@gmail.com if you require any further information or have any questions regarding this internship arrangement. We look forward to welcoming Mr./Ms FRANCIS NYAMEYEDOH and supporting his/her professional development during this internship period.

Thank you for your attention and cooperation.

Sincerely,



[Your Name]

[Your Position]

[Your Institution's Name]

[Stamp]

ROBENI TALLEY  
ASSIST. HEAD ACADEMICS  
FRASEMAN SHS

ASSISTANT HEAD ACADEMICS  
FRASEMAN S. H. S.  
TARKWA