

P.O. Box 783

TAKORADI

DATE: 16/12/24

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

Dear Sir/Madam,

Assurance Letter for Internship Placement of Mr./Ms

RITA ANKOMAH

I am writing to confirm that Mr./Ms Rita Ankomah, a student from the University of Education, Winneba, has been granted approval to undertake a four-month internship program at Timber Industry Development Division from 02 01 2025 to [30 - 04 - 2025]. We are pleased to support Mr./Ms RITA ANKOMAH in gaining practical experience and enhancing their skills in their field of study.

At T.I.D.D of Forestry Commission, we recognize the importance of providing students with opportunities to apply theoretical knowledge in real-world settings. We are committed to offering Mr./Ms Rita Ankomah 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 Rita Ankomah 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 Rita will be supervised by [Mr. George Arwui], 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 0248054348 or enock-sackyi@gmail.com if you require any further information or have any questions regarding this internship arrangement. We look forward to welcoming Mr./Ms Rita Ankomah and supporting his/her professional development during this internship period.

Thank you for your attention and cooperation.

Sincerely,

Sign

[Your Name]

[Your Position]

[Your Institution's Name]

[Stamp]

Enock Sackyi
Divisional HR Officer
TIMBER INDUSTRY DEVELOPMENT DIVISION
P.O. BOX 783
TAKORADI