



UNIVERSITY OF EDUCATION, WINNEBA

SCHOOL OF BUSINESS

DEPARTMENT OF MANAGEMENT SCIENCES

P. O. Box 25, Winneba, Ghana

managementsci@uew.edu.gh

+233 (0)20 0009658

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Date: 29<sup>th</sup> July, 2024

The Human Resource Manager  
West Mamprusi Municipal Assembly  
Post Office Box 6  
Walewale  
North East Region



Dear Sir/Madam,

**LETTER OF INTRODUCTION- MR. ABDUL MANAN TAHIDU**

We write to introduce to you **Mr. Abdul Manan Tahidu**, a level 300 student with index number 220002477 in the Department of Management Sciences of the School of Business, University of Education, Winneba. **Mr. Tahidu** is currently undertaking a four-year undergraduate programme leading to the award of a degree in **Bachelor of Business Administration (BBA) Human Resource Management**.

As part of the undergraduate programme, students are required to undertake a three (3) credit hour internship with a registered organisation and we wish to present our student who has expressed interest in undertaking his internship in your organization for your consideration. The period for the internship is from January, 2025 to April, 2025. Lecturers from the Department will visit the student for supervision during the period. The internship is to enable the student acquaint himself with practical work experience.

We would therefore appreciate your kind gesture by enabling the student have his internship in your reputable organisation. Please indicate your approval on the letter for a copy to be returned to the Department by the student or by issuing an acceptance letter. The student can be contacted on 0554447137 or 0500872261.

Please, kindly partner with the University of Education, Winneba in training the requisite manpower for the nation.

Thank you.

Yours faithfully,

Mr. Isaac Nyarko Adu  
Ag. Head of Department

*HR*  
*Approval granted*

  
*14/08/24*