

Ref: GNGC/ATTACH/24/035mp

3rd September 2024

Valentina Arkorful
University of Education
Winneba



P. O. Box CT 3686
Cantonments, Accra - Ghana

Tel: +233 (0)30 274 4200
Fax: +233 (0)30 274 4229
Email: admin@ghanagas.com.gh
Web: www.ghanagas.com.gh

Dear Ms. Arkorful,

INTERNSHIP WITH GHANA NATIONAL GAS COMPANY

We wish to inform you that Ghana National Gas Limited Company (Ghana Gas) will accept you for internship from Monday, 6th January – Wednesday, 30th April 2025, based at the Head Office, Accra.

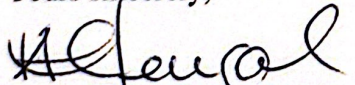
You will be attached to our **Account Department** under the following conditions:

1. That you will be required to fully abide by the policies and procedures of Ghana Gas.
2. Ghana Gas will not provide **medical coverage** or any form of Insurance during the period of service.
3. You will be paid a monthly non-taxable allowance of GH¢500.00 (Five Hundred Ghana Cedis) which will be pro-rated for the period stated above.
4. You will be given a monthly transport allowance of GH¢300.00 (Three Hundred Ghana Cedis) which will be pro-rated for the period stated above.
5. The Company would provide **lunch only** for the period of service.

Working hours are from 8a.m. to 5p.m. with one-hour lunch break daily from Monday to Friday.

Please indicate your acceptance or otherwise of this offer by completing the section below.

Yours sincerely,


Alma-Leigh Mensah (Ms.)
GM HR/IC

CC: GM, HR/IC
GM, Accounting

Our Ref: GNGC/ATTACH/24/035