



Ag. Head of Department  
School of Business  
Dept of Procurement & Supply Chain Mgt.,  
P. O. Box 25,  
University of Education,  
Winneba.

Dear Sir,

**RE: LETTER OF INTRODUCTION**

We refer to your letter on the above-mentioned subject and advise that, approval has been given to Mr. Kelvin Adomako Mensah, a student who is pursuing Procurement and Supply Chain Management in your institution to undertake his internship at the Takoradi Thermal Plant Station from January 14, 2025 to April 14, 2025.

Student trainees will strictly abide by the prescribed rules governing the work environment within the Authority.

Trainees are requested to come along with their personal protective equipment i.e.

- Safety shoe
- Overall
- Hard Hat

**They are also required to dress decently to work at all times.**

This offer of attachment is made subject to their signing the attached Indemnity Form to cover the period of their attachment training with the Authority

**Per the VRA policy, it is prohibited to take Photographs, Video or make Audio Recordings with any electronic device to any Social Media Platform.**

Kindly note that we do not provide remuneration, accommodation and transport for attachment trainees.

Yours sincerely,

Ing. Alexander D. Reynolds  
**AG. PLANT MANAGER  
(TAKORADI THERMAL POWER STATION)**

Encl.