

ADDRESS P.M.B. ASENE MANSO
AKROSO DIST. ASSEMBLY

DATE: 25-SEPTEMBER, 2024

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 Gideon Annor

I am writing to confirm that Mr./Ms. Gideon Annor, a student from the University of Education, Winneba, has been granted approval to undertake a four-month internship program at [Your Institution's Name] from [DD /MM /YYY] to [DD /MM /YYY]. We are pleased to support Mr./Ms. Gideon Annor in gaining practical experience and enhancing their skills in their field of study.

At [Your Institution's Name Asene Manso Akroso], we recognize the importance of providing students with opportunities to apply theoretical knowledge in real-world settings. We are committed to offering Mr./Ms. Gideon Annor 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. Gideon Annor will be involved in various task/projects assigned to him/her in the organization. This will allow them to develop their skills to gain valuable industry insights, and build professional networks. We assure you that Mr./Ms. Gideon Annor will be supervised by [Supervisor's Name], 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 [Your Phone Number 0242223983] or [Your Email Address eugene400@yahoo] if you require any further information or have any questions regarding this internship arrangement. We look forward to welcoming Mr./Ms. Gideon Annor 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]

Frimpong Agyemang Eugene
Human Resource Manager

Asene Manso Akroso Dist. Assembly

HUMAN RESOURCE MANAGER

ASENE MANSO AKROSO DIST. ASSEMBLY

PMB

AKYEM MANSO