



**ATWIMA KWANWOMA  
DISTRICT ASSEMBLY**

**P.O. Box KS 17939  
TWEDIE-ASHANTI**

*Kindly quote the number and the date in case of reply*

Our Ref No. **AKDAED-10/16**

Your Ref No. ....

Date: 3<sup>rd</sup> October, 2024

**RE: LETTER OF INTRODUCTION FOR INTERNSHIP**

We refer to your letter with reference number DAC/1.5/VOL.1.30 dated 26<sup>th</sup> July, 2024 and wish to inform you that your request for an Internship in favor of Mr. Albert Opoku, has been granted.

He will be assigned to the Internal Audit Department of the Assembly for the Internship period and thereafter assessed by the head of the Unit.

He will be required to abide by the terms and conditions of the Local Government Service and other general Departmental/Unit instructions for the time being in force.

Congratulations and we look forward to work with him.

For: DISTRICT CHIEF EXECUTIVE  
(RACHAEL BOTCHWAY)  
SNR. HUMAN RESOURCE MANAGER

THE HEAD, DEPARTMENT OF ACCOUNTING  
SCHOOL OF BUSINESS  
UNIVERSITY OF EDUCATION, WINNEBA  
WINNEBA

Cc: The Head, Internal Audit Unit.  
Atwima Kwanwoma D/A

Mr. Albert Opoku  
(0245009390)



**ASHANTI  
REGION**

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