



UNIVERSITY OF EDUCATION, WINNEBA
OFFICE OF THE REGISTRAR
DIVISION OF HUMAN RESOURCE

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Date: 14th January, 2025

Mr. Mark Adarkwah Boakye
Department of Accounting
University of Education, Winneba
Winneba

Dear Mr. Boakye,

RE: INTRODUCTION FOR INTERNSHIP

We refer to your letter on the above subject and write to indicate our willingness to take you for industrial attachment from 14th January 2025 to April, 2025. You will be attached to the Finance Section.

You are requested to report to the **Division of Human Resource**, University of Education, Winneba for further directives.

By a copy of this letter the **Finance Officer**, University of Education, Winneba is kindly requested to make the necessary arrangements towards your training.

Please, note that the University has no financial obligation towards your training.

We look forward to a fruitful working relationship with you.

Thank you.

Yours sincerely,

Rebecca Tachie-Menson (Ms.)
for: Deputy Registrar, Division of Human Resource

cc: Finance Officer
University of Education, Winneba
Winneba

Head
Department of Accounting
University of Education, Winneba
Winneba