



GHANA PORTS AND HARBOURS AUTHORITY

PORT OF TEMA

P.O BOX CO 488

Tema, Ghana

Telephone:(233) 0303 – 219120

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Digital Address Code: GT-058-8209

Dear Samuel,

ACCEPTANCE LETTER FOR AN INDUSTRIAL INTERSHIP

We are pleased to inform you that after careful consideration, you have been selected for an internship position in our Accounting Department at Ghana Ports and Harbours Authority. We believe that your academic background and skills make you an ideal candidate for this role, and we are excited to have you join our team.

As an Accounting Intern, you will be responsible for assisting our accounting team with various tasks, including:

1. Preparing financial statements and reports
2. Reconciling accounts and preparing journal entries
3. Assisting with audits and financial analysis
4. Learning and assisting with accounting software and systems

During your internship, you will have the opportunity to work closely with our experienced accounting professionals, gain hands-on experience, and develop your skills in a real-world setting. We are committed to providing you with a valuable and educational experience that will enhance your academic knowledge and prepare you for a successful career in accounting.

Please note that this internship is unpaid and your schedule will be discussed with your supervisor during your orientation.

To confirm your acceptance, please sign and return one copy of this letter to us by January 20, 2025. We also require a copy of your student ID and proof of insurance (if applicable).

We look forward to welcoming you to our team and working with you during your internship. If you have any questions or concerns, please do not hesitate to contact us.

Congratulations again on your selection, and we wish you a successful and enjoyable internship experience!

Sincerely,

JOSEPH N. KUUKPEN

DEPUTY PORT HUMAN RESOURCES MANAGER