



UNIVERSITY OF EDUCATION, WINNEBA

OFFICE OF THE REGISTRAR

DIVISION OF HUMAN RESOURCE

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*Date:* 13<sup>th</sup> January, 2025

Mr. Inusah Iddrisu  
Department of Accounting  
University of Education, Winneba  
Winneba

Dear Mr. Iddrisu,

**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 13<sup>th</sup> January 2025 to April, 2025. You will be attached to the Internal Audit.

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 **Ag. Internal Auditor**, 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: *Ag. Internal Auditor* ✓  
University of Education, Winneba  
Winneba

Head  
Department of Accounting  
University of Education, Winneba  
Winneba

