

The Head
Department of Management Science
University of Education, Winneba
P. O. Box 25,
Winneba

Adiembra SHS
P. O. Box 16
Sekondi
30th September, 2024

Dear Sir/Madam,

Assurance Letter for Teaching Practice Placement of Mr./Ms.

I am writing to confirm that Mr./Ms. Solomon Thompson, a student from the University of Education, Winneba, has been granted approval to undertake a four-month teaching practice at Adiembra SHS, Sekondi from 30/09/2024 to 1/11/2024. We are pleased to support him/her in gaining practical teaching experience and enhancing their pedagogical skills.

At Adiembra SHS, Sekondi, we recognize the importance of providing aspiring educators with opportunities to apply their theoretical knowledge in classroom settings. We are committed to offering him/her a comprehensive and supportive teaching experience that aligns with their academic goals and professional aspirations.

Mr./Ms. Solomon Thompson will be mentored by Mr./Ms. Otoo, who is an experienced teacher in his/her subject area. The mentor will provide regular feedback, mentorship, and support to ensure the teaching practice is both educational and rewarding for the student.

We assure you that the student will be integrated into our teaching staff and will have access to all necessary resources and facilities to successfully complete their teaching practice. Our institution is committed to maintaining a conducive and collaborative learning environment for both students and teaching practitioners.

Please do not hesitate to contact me directly at 0244845286 or [Your Email Address] if you require any further information or have any questions regarding this teaching practice arrangement.

We look forward to welcoming him/her and supporting their professional development during this teaching practice period.

Thank you for your attention and cooperation.

Sincerely,

Franus C. Kudus
Assistant Head (Academic)
0244845286
ASSIST. HEAD (ACADEMICS)
ADIEMBRA S. H. S
P. O. BOX 16
SEKONDI