



UNIVERSITY OF EDUCATION, WINNEBA

OFFICE OF THE REGISTRAR
DIVISION OF HUMAN RESOURCE

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Our Ref: HR/I.1/VOL.17/23

Date: 26th August, 2024

Mr. Emmanuel Nyarkoh
Department of Management Sciences
University of Education, Winneba
Winneba

Dear Mr. Nyarkoh,

RE: LETTER OF INTRODUCTION

We refer to your letter on the above subject and write to indicate our willingness to take you for internship from 2nd January, 2025 to 30th April, 2025. You will be attached to the ICT Services Directorate.

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. Head, ICT Services Directorate, 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. Director
ICT Services Directorate
University of Education, Winneba
Winneba

Head ✓
Department of Management Sciences
University of Education, Winneba
Winneba