

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

Dear Sir/Madam,

Assurance Letter for Internship Placement of Mr./Ms

I am writing to confirm that Mr./Ms AKOBILLA JOHN AKUKA, a student from the University of Education, Winneba, has been granted approval to undertake a four-month internship program at BANKU WEST DISTRICT ASSEMBLY from JANUARY to APRIL. We are pleased to support Mr./Ms AKOBILLA JOHN AKUKA in gaining practical experience and enhancing their skills in their field of study.

At BANKU WEST DISTRICT ASSEMBLY, we recognize the importance of providing students with opportunities to apply theoretical knowledge in real-world settings. We are committed to offering Mr./Ms a comprehensive learning experience that aligns with their academic pursuits and career aspirations. Our institution has a structured internship program that ensures interns receive proper supervision, mentorship, and the chance to work on meaningful projects.

During the internship, Mr./Ms AKOBILLA JOHN AKUKA will be involved in various task/projects assigned to him/her in the organisation. This will allow them to develop their skills to gain valuable industry insights, and build professional networks. We assure you that Mr./Ms AKOBILLA JOHN will be supervised by [BWDAS], who is an experienced professional in [relevant field/department]. [Supervisor's Name] will provide regular feedback and guidance to ensure the internship is both educational and rewarding for the student.

Please do not hesitate to contact me directly at BWDAS or on 0854057070 if you require any further information or have any questions regarding this internship arrangement. We look forward to welcoming Mr./Ms AKOBILLA JOHN AKUKA and supporting his/her professional development during this internship period.

Thank you for your attention and cooperation.

Sincerely,

Kungazuri Margaret
Human Resource Manager
BWDAS



DIST. CO-ORDINATING DIRECTOR
BANKU WEST DIST. ASSEMBLY
P.O. BOX 4
ZEROLA, ILES