



UNIVERSITY OF EDUCATION, WINNEBA

OFFICE OF THE REGISTRAR
DIVISION OF HUMAN RESOURCE

P.O. Box 25 Winneba, Ghana
Tel: +233 (020) 2041146 / (020) 1321531

hr@uew.edu.gh / persons@uew.edu.gh

Our Ref: HR/L1/VOL.17/61

Date: 13th January, 2025

Ms. Tatra Seraphina Kekeli
Department of Procurement and Supply Chain Mgt.
University of Education, Winneba
Winneba

Dear Ms. Kekeli,

RE: LETTER OF INTRODUCTION

We refer to your letter on the above subject and write to indicate our willingness to take you for industrial attachment from 13th January 2025 to April, 2025. You will be attached to the Procurement Office

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 **Procurement Officer**, 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: Procurement Officer
University of Education, Winneba
Winneba

Head ✓
Department of Procurement and Supply Chain Mgt.
University of Education, Winneba
Winneba



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