



**ABii NATIONAL**

SAVINGS & LOANS LIMITED

*Your key to Easy Banking*

P.O. Box CT 10067 Cantonments Accra-Ghana. Tel :+233 302 241050. Fax: +233 302 244563. Email: info@abii-national.net Website: www.abii-national.net

30<sup>th</sup> December 2024

Mercy Affram  
University of Education, Winneba  
Department of Applied Science and Policy Management  
P.O. Box 25, Winneba

Dear Mercy,

**INTERNSHIP OFFER**

We are pleased to offer you Internship placement at ABii National Savings & Loans on the following terms and conditions:

1. Your internship will be for a period of **four (4) months** effective **6<sup>th</sup> January 2025** to **30<sup>th</sup> April 2025** unless terminated by ABii National or by you in writing before the stated date.
2. You will be assigned to the Head Office where you will report to the Head, Business Banking.
3. During the period of your Internship, you would be paid **monthly allowance of GHc300.00**.
4. During your internship, you will devote the whole of your time during the allotted hours (from 8:00a.m. to 5:00p.m) to the business of ABii National and will use your best endeavours to promote the interest and welfare of ABii.
5. You will not either during your internship or anytime thereafter disclosed to any Third Party any information which has come to your knowledge by reason of your internship with ABii National except to the extent that such disclosure is authorized by the Management of ABii National or is necessary in the course of your duties or is required by law. A confidentiality Agreement to this effect will need to be signed by you.
6. You will not enter into any business activity that could in any way conflict with your duties as an intern of ABii National.

**BOARD OF DIRECTORS**

Emmanuel Anane Boute-Chairman, Evelyn Ofose-Frimpong-Secretary, Nana Yaw Okyere-Adzachie-Managing Director, Kwasi Akobour Debrah-Member, Samuel Amo Tobbia-Member, Albert Johnnie Dansoh-Member, Nana Bostemua Owusu-Member

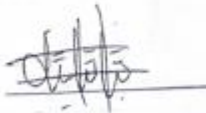
If you wish to accept the offer of internship on the above terms and conditions, please sign and return a copy of this letter to us within two (2) days. On your first day, please report to the Human Resource Department at 8:00 a.m. for general orientation.

Yours sincerely,



ISAAC ESSILFIE  
MANAGER, HUMAN RESOURCE

I Mercy Affrum.....accept this offer of  
internship on the above terms and conditions.



30/12/24

SIGNATURE

DATE