

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 Benjamin Babanabo

I am writing to confirm that Mr./Ms Benjamin Babanabo, a student from the University of Education, Winneba, has been granted approval to undertake a four-month internship program at District Hospital, Sogakope from January-April to 2025. We are pleased to support Mr./Ms Benjamin Babanabo in gaining practical experience and enhancing their skills in their field of study.

At the District Hospital, Sogakope, we recognize the importance of providing students with opportunities to apply theoretical knowledge in real-world settings. We are committed to offering Mr./Ms Benjamin Babanabo with 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 Benjamin Babanabo 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 Benjamin will be supervised by [Head of Finance], 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 0534439206 or 0244546605 if you require any further information or have any questions regarding this internship arrangement. We look forward to welcoming Mr./Ms Benjamin Babanabo and supporting his/her professional development during this internship period.

Thank you for your attention and cooperation.

Sincerely,

Sign

[Your Name]  
[Your Position]  
[Your Institution's Name]  
[Stamp]

EMMANUEL LARIEI  
HEAD OF FINANCE  
SOGAKOPE DISTRICT HOSPITAL  
HEAD OF FINANCE  
DISTRICT HOSPITAL  
SOGAKOPE  
PMB 04