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January 20, 2025

Ms. Mercy Naa Anyemah Quarcoo  
University of Education, Winneba  
Winneba

Dear Ms. Quarcoo:

**RE: LETTER OF INTRODUCTION - MS. MERCY NAA ANYEMAH QUARCOO**

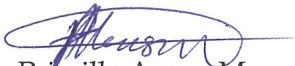
We are pleased to inform you that you have been granted placement for your attachment with the above Company starting from 20<sup>th</sup> January 2025 to 30<sup>th</sup> April 2025.

You will be attached to our **Finance & Administration Department**. The Head of Department will assign you duties and report on your performance. You are expected to observe the official secrecy of the Company and work under the General Rules and Regulations during your period of internship with the Company.

Kindly note that, internship is part of your school requirement and you are obliged to make your stay with Donewell Insurance worthwhile.

We wish you well.

Yours faithfully,



Priscilla Agnes Menson  
Head, Human Resources Management

Cc: General Manager (Finance & Admin.)