



UNIVERSITY OF EDUCATION, WINNEBA
COMMERCIAL SERVICES LIMITED
Office of the General Manager

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16th January, 2025

Ms. Addai Anna Owusu
School of Business
University of Education, Winneba
Winneba

Dear Ms. Owusu,

RE: INTRODUCTION FOR INTERNSHIP

We write with reference to your letter dated 14th January, 2025 with reference number DAC/1.5/VOL.1.42 and indicate our willingness to take you for industrial attachment from 16th January to April, 2025. You will be attached to the School of Creative Arts Eatery, Central Campus.

You are requested to report to the Unit of Human Resource, UEW Commercial Services Limited for further directives.

By a copy of this letter the General Manager, UEW Commercial Services Limited, Winneba is kindly requested to make the necessary arrangements towards your training.

Kindly note that the Company has no financial obligation towards your training.

We look forward to a fruitful working relationship with you.

Thank you.

Yours sincerely,

Anthony Safo-Pomary

for: General Manager, UEW CSL

cc: Head, Finance and Administration

UEW Commercial Services Limited

DIRECTORS

1. Prof. Stephen Jobson Mitchual (Chairman)
2. Prof. Victor Antwi
3. Mrs. Wilhelmina Tete-Mensah
4. Dr. Theophilus Senyo Ackorlie (Managing)
5. Mrs. Agatha Larson.

SERVICES AND BUSINESS UNITS

- | | | |
|--|------------------------------------|---|
| 1. University Printing Press | 5. University Shuttle Bus Services | 9. University Pharmacy Shop and Mini-Mart |
| 2. University Book and Stationery Shop | 6. University Garage Services | 10. University Computer and Hardware Unit |
| 3. University Farms | 7. University Fuel Depot | 11. University Clothing and Tissue Production |
| 4. University Souvenir Shop | 8. University Food Production | 12. University Water Production & Packaging |