



UNIVERSITY OF GHANA MEDICAL CENTRE LTD

World Class Patient Care, Training and Research

August 16, 2024.

Our Ref : UGMC/HRD/O/5/V.1/24.08/282

**KINGSLEY KWABENA OWUSU
UNIVERSITY OF EDUCATION, WINNEBA
SCHOOL OF BUSINESS
DEPARTMENT MANAGEMENT STUDIES
P.O BOX 25, WINNEBA, GHANA**

Dear Mr. Owusu,

OFFER OF INTERNSHIP – HUMAN RESOURCE MANAGEMENT INTERN

I am pleased to offer you four (4) months practical internship with the University of Ghana Medical Centre Ltd (UGMC). The internship commences **Monday, January 6, 2025**. You will be responsible to and take directions from the Director of Human Resources.

Kindly note, you shall not be paid any emolument for the period of the internship. You are kindly required to submit a report to the Director of Human Resources at the end of your internship (kindly contact the HR Directorate for the report format).

This offer shall be subject to the Code of Conduct and Disciplinary Policy of the UGMC. You would be expected to be of good conduct during your period of stay. The UGMC reserves the right to terminate this offer without notice.

Kindly indicate your acceptance or otherwise of this offer in writing to this office by close of business, **Friday, December 6, 2024**.

You may contact the Director of Human Resources (**Mr. Francis Kyereboah**) on cell phone number 0248364677 for any further clarification(s).

Congratulations.

**DR. KWAME ANIM - BOAMAH
DIRECTOR OF MEDICAL AFFAIRS
FOR: CHIEF EXECUTIVE OFFICER**

Cc: Chief Executive Officer, UGMC
Director, Human Resources, UGMC