

DORA GORMAN
HEAD OF HUMAN RESOURCE
LEKMA HOSPITAL (G.H.S)
P.M.B TESHIE - ACCRA

DATE:

5/2/2025

The Head
Department of Management Science
University of Education, Winneba
P. O. Box 25,
Winneba

Dear Sir/Madam,

Assurance Letter for Internship Placement of Mr./Ms. Ayisi Alphonse Barton

I am writing to confirm that Mr./Ms. Ayisi Alphonse Barton, a student from the University of Education, Winneba, has been granted approval to undertake a four-month internship program at Lekma Hospital from 5/2/25 to 30/4/25. We are pleased to support Mr./Ms. Ayisi Alphonse Barton in gaining practical experience and enhancing their skills in their field of study.

At Lekma Hospital, we recognize the importance of providing students with opportunities to apply theoretical knowledge in real-world settings. We are committed to offering Mr./Ms. Ayisi Alphonse Barton 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. Ayisi Alphonse Barton 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. Ayisi will be supervised by [Dora Gorman], 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 044788961 or dora.gorman@lekmahospital.com if you require any further information or have any questions regarding this internship arrangement. We look forward to welcoming Mr./Ms. Ayisi Alphonse Barton 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 Name]

[Start Date]

[Your Signature]

[Your Contact Information]

[Your Address]

[Your Phone Number]

[Your Email Address]

[Your Social Media Handles]

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