

AWUTU EFFUTU SENYA TEACHERS' CO-OP. CREDIT UNION LIMITED. WINNEBA

In case of reply the number and date
of this should be quoted

Our Ref: AES/CUA/AL/25/001

Your Ref:



P. O. Box WB 201
Winneba.

2nd January, 2025

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The Head

Department of Management Science

University of Education, Winneba

P. O. Box 25,

Winneba

Dear Sir/Madam,

Assurance Letter for Internship Placement

I am writing to confirm that Ms. Mary Yamoah, a student from the University of Education, Winneba, has been granted approval to undertake a four-month internship program at the afore-mentioned Credit Union from 6th January, 2025 to 30th April, 2025. We are pleased to support Ms. Mary Yamoah in gaining practical experience and enhancing their skills in their field of study.

At AES Teachers' Co-operative Credit Union Ltd, we recognize the importance of providing students with opportunities to apply theoretical knowledge in real-world settings. We are committed to offering Ms. Mary Yamoah 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, Ms. Mary Yamoah will be involved in various tasks assigned to her in the credit union. This will allow her to develop her skills to gain valuable industry insights, and build professional networks. We assure you that Ms. Mary Yamoah will be supervised by Mr. Desmond Attam, who is an experienced professional in member service and Loans. Mr. Desmond Attam 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 0248468282 or aesdtccu@yahoo.com if you require any further information or have any questions regarding this internship arrangement. We look forward to welcoming Ms. Mary Yamoah and supporting her professional development during this internship period.

Thank you for your attention and cooperation

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Stella Nana Adwoa Acquah'.

Stella Nana Adwoa Acquah
(Manager)

Cc

The Board of Directors

Banker: Ghana Commercial Bank. Winneba / Data Bank, Accra. **Office Location:** Town Hall, Winneba. **Tel:** 03323 20692