



COMPANY LIMITED

October 29, 2024

Jubilee Sam  
University of Education, Winneba  
BBA in Marketing and Entrepreneurship

Dear Jubilee,

**INTERNSHIP OFFER LETTER**

We are pleased to offer you an internship program with Earlbeam Company Limited from **January, 2025 to April, 2025.**

You will be assigned to the Facilities department under the supervision of a senior staff and advised to follow lawful instructions when given.

Also, you are expected to abide by the existing rules/policies of the company and treat any information and data collected during the course of your internship with utmost discretion and confidential at all times.

We appreciate your interest in Earlbeam Company Limited.

Yours sincerely,

Alberta Botchway  
**Head-Human Resource**

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