

November 8th, 2024

**MICHAEL OBOUR TAWIAH
UNIVERSITY OF EDUCATION
WINNEBA**

Dear Mr. Obour,

STUDENT PLACEMENT

Further to your application for internship, I confirm your placement with the company from Tuesday, 13th January, 2025 to, 30th April, 2025.

You will be assigned to the Market Research Unit of the Marketing and Sales Department and report to the Market Research Manager or designate.

Normal working hours are 8:00am to 5:00pm or the working pattern prevailing in the department which you are assigned.

You will be paid an allowance of Two hundred Ghana Cedis (GH¢200) for each month worked.

You will be required to abide by all rules and regulations of the company, including attendance, absence, and discipline. Your placement will be terminated immediately on breach of any of the Company's rules and regulations.

At the end of your placement, you will be required to present a report covering experience gained, among others, to the Head of Human Resources.

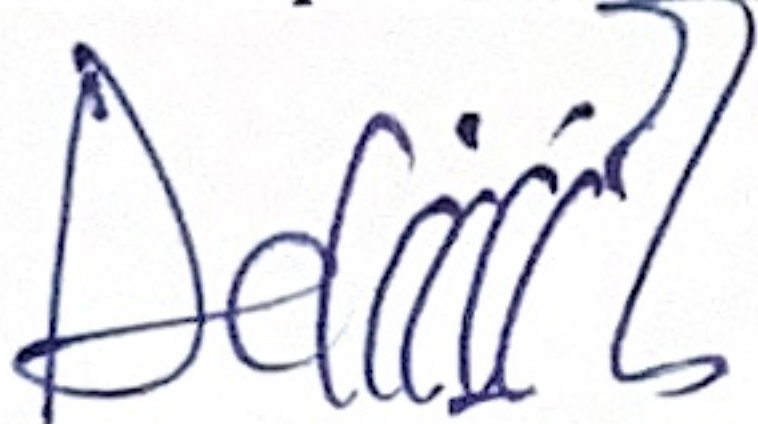
If there are any issues relating to your work, please do not hesitate to discuss them with your line manager in the first instance.

You should first report to the Ag. Talent Management Lead at the Mirror House at 8:00am on Tuesday, 13th January, 2025.

I wish you a fruitful learning experience.

Yours sincerely,

For: Graphic Comm. Group Ltd.



**DELA BONSU (MRS)
HEAD OF HUMAN RESOURCES**

cc: Market Research Manager
Director, Finance & Admin.
Director, Audit
File

Mawuko Dza, Ph.D
Ag.Head of Department