

Obuasi East District Assembly

P. O. Box BI 940

Tutuka - Obuasi.

24th October, 2024.

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

Emmanuel Fosu

I am writing to confirm that Mr./Ms **Emmanuel Fosu**, a student from the University of Education, Winneba, has been granted approval to undertake a four-month internship program at **Obuasi East Dist. Ass.** from **January, 2025** to **April, 2025**. We are pleased to support Mr./Ms **Emmanuel Fosu** in gaining practical experience and enhancing their skills in their field of study.

At **Obuasi East District Assembly**, we recognize the importance of providing students with opportunities to apply theoretical knowledge in real-world settings. We are committed to offering Mr./Ms **Emmanuel Fosu** 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 **Emmanuel Fosu** 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 **Fosu** will be supervised by [**Baffour Ammor**], 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 **024388 4778** or **tipa20may@gmail.com**, if you require any further information or have any questions regarding this internship arrangement. We look forward to welcoming Mr./Ms **Emmanuel Fosu** and supporting his/her professional development during this internship period.

Thank you for your attention and cooperation.

Sincerely,



[Signature]
Baffour Ammor
Human Resource Manager
Obuasi East District Assembly
[Stamp] P. O. BOX BI 940
TUTUKA - OBUASI