

*In case of reply the
number and date of the
letter should be quoted*

Our Ref. No. HRM/200/24
Your Ref. No.

Tel. No. 233-302-953407
Fax No.



GRA

P. O. Box 2202
Head Office, 5th Floor
Ministries Accra

GA – 144 - 3422

16th January, 2025

**HELENA ACHIAA AGYAPONG
UNIVERSITY OF EDUCATION WINNEBA (UEW)**

Dear Ms. Helena,

RE: PRACTICAL ATTACHMENT- HELENA ACHIAA AGYAPONG
(0500726172)

We refer to your letter on the above-mentioned subject and wish to inform you that you have been granted permission to undertake your Industrial Training Programme with the **Head, Kinbu Sub-LTO** of the Ghana Revenue Authority with effect from **20th January, 2025 to 21st February, 2025**.

You are to report to the **Head, Kinbu Sub-LTO** on your assumption of duty.

By a copy of this letter, the **Head, Kinbu Sub-LTO** is kindly requested to inform the undersigned when you report for duty and submit a report on your performance at the end of the period.

Yours faithfully,

For: DC, HR

SENYO KPEKLU

CRO (HUMAN RESOURCE, RPP)

cc: The Head, Kinbu Sub-LTO

Coordinator, Internship/Attachment Programme, UEW
Ind. Attachment. File