



UNIVERSITY OF EDUCATION, WINNEBA

OFFICE OF THE REGISTRAR

DIVISION OF HUMAN RESOURCE

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Our Ref: HR/I.1/VOL.17/69

Date: 14<sup>th</sup> January, 2025

Mr. Jacob Hammond  
Department of Applied Finance and Policy Mgt.  
University of Education, Winneba  
Winneba

Dear Mr. Hammond,

**RE: INTRODUCTION FOR INTERNSHIP**

We refer to your letter on the above subject and write to indicate our willingness to take you for industrial attachment from 14<sup>th</sup> January 2025 to April, 2025. You will be attached to the Finance Section.

You are requested to report to the **Division of Human Resource**, University of Education, Winneba for further directives.

By a copy of this letter the **Finance Officer**, University of Education, Winneba is kindly requested to make the necessary arrangements towards your training.

Please, note that the University has no financial obligation towards your training.

We look forward to a fruitful working relationship with you.

Thank you.

Yours sincerely,

**Rebecca Tachie-Menson (Ms.)**  
**for: Deputy Registrar, Division of Human Resource**

cc: Finance Officer ✓  
University of Education, Winneba  
Winneba

Head  
Department of Applied Finance and Policy Mgt.  
University of Education, Winneba  
Winneba

