



UNIVERSITY OF EDUCATION, WINNEBA

OFFICE OF THE REGISTRAR

DIVISION OF HUMAN RESOURCE

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Our Ref: HR/I.1/VOL.17/15

Date: 22nd August, 2024

Mr. Solomon Arhin
Department of Accounting
University of Education, Winneba
Winneba

Dear Mr. Arhin,

RE: REQUEST FOR INTERNSHIP

We refer to your letter on the above subject and write to indicate our willingness to take you for internship from 2nd January, 2025 to 30th 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

Ag. Head
Department of Accounting
University of Education, Winneba
Winneba