

Asonomaso Government Hospital
ADDRESS: P.O. Box 17
Asuanti region - Kwaabre East
DATE: 30th September, 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. Charles Acheampong

I am writing to confirm that Mr./Ms. Charles Acheampong, a student from the University of Education, Winneba, has been granted approval to undertake a four-month internship program at [Your Institution's Name] from [DD /MM /YYY] to [DD/MM / YYY]. We are pleased to support Mr./Ms. Charles Acheampong in gaining practical experience and enhancing their skills in their field of study.

At [Your Institution's Name] Asonomaso Government Hospital, we recognize the importance of providing students with opportunities to apply theoretical knowledge in real-world settings. We are committed to offering Mr./Ms. Charles Acheampong 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. Charles Acheampong 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. Charles will be supervised by [Supervisor's Name] Eunice Agyer, 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 [Your Phone Number] 0244714413 or [Your Email Address] @asonomasogovernmenthospital.org if you require any further information or have any questions regarding this internship arrangement. We look forward to welcoming Mr./Ms. Charles Acheampong and supporting his/her professional development during this internship period.

Thank you for your attention and cooperation.

Sincerely,

Sign [Signature]

[Your Name] Eunice Agyer
[Your Position] Human Resource Manager
[Your Institution's Name] Asonomaso Government Hospital
[Stamp]

ADMINISTRATION
ASONOMASO GOV'T. HOSPITAL