



DONEWELL
INSURANCE LTD

"If it must be done, it must be Donewell"

F333/1 Sir Charles Quist Street
Kuku Hill, Osu RE, Accra
P.O. Box GP 2136, ACCRA Ghana
GH-GA081-8572

Tel: (233-302) 763065 / 763171
Fax: (233-302) 763147 / 760484
email: info@donwellinsurance.com
website: www.donewellinsurance.com

December 20, 2024

Ms. Sarah Yeboah Bitherman
University of Education
Winneba

Dear Ms. Bitherman

RE: LETTER OF INTRODUCTION - MS. SARAH YEBOAH BITHERMAN

We are pleased to inform you that you have been granted placement for your attachment with the above Company starting from 2nd January 2025 to 30th April 2025.

You will be assigned to our Finance and Administration Department, where the Head of the Department will designate your duties and evaluate your performance. During your internship, you are expected to maintain confidentiality regarding the company's operations and adhere to the General Rules and Regulations.

Please note that internships are part of your school requirements, and you are obliged to make your stay with Donewell Insurance worthwhile.

We wish you well.

Yours faithfully,

Priscilla Agnes Menson
Head, Human Resources Management

Cc: General Manager (Finance & Admin.)