

ADDRESS City Galleria Mall, off
the Spinter Road Behind Accra Mall
4th floor T17
DATE 17/01/25.

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 Evelyn Kergya

I am writing to confirm that Mr./Ms Evelyn Kergya, a student from the University of Education, Winneba, has been granted approval to undertake a four-month internship program at North Devon Recruitment from 20/10/2025 to 20/04/2025. We are pleased to support Mr./Ms Evelyn Kergya in gaining practical experience and enhancing their skills in their field of study.

At North Devon Recruitment, we recognize the importance of providing students with opportunities to apply theoretical knowledge in real-world settings. We are committed to offering Mr./Ms Evelyn Kergya 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 Evelyn Kergya 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 Evelyn Kergya will be supervised by [Rose Asa - Anuku], 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 0536765832 or operationsmanager@ndrecruitment.com if you require any further information or have any questions regarding this internship arrangement. We look forward to welcoming Mr./Ms Evelyn Kergya and supporting his/her professional development during this internship period.

Thank you for your attention and cooperation.

Sincerely,

Signature

[Your Name]

Rose Asa - Anuku

[Position]

Assistant Operations Manager

[Institution's Name]

North Devon Recruitment

