



UNIVERSITY OF EDUCATION, WINNEBA

OFFICE OF THE REGISTRAR

**DIVISION OF HUMAN RESOURCE**

P O. Box 25, Winneba, Ghana

+233 (020) 2041146 / (050) 1321531

hr@uew.edu.gh / personnel@uew.edu.gh

*Our Ref:* HR/I.1/VOL.17/77

*Date:* 21<sup>st</sup> January, 2025

Mr. Aaron Kojo Fiati  
Department of Accounting  
University of Education, Winneba  
Winneba

Dear Mr. Fiati,

**RE: INTRODUCTION FOR INTERNSHIP**

We refer to your letter on the above subject and write to indicate our willingness to take you for internship from 22<sup>nd</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 Accounting*  
*University of Education, Winneba*  
*Winneba*