

ADDRESS NUNGUA SHS  
BOX NG 66  
DATE: 03/10/2024

The Head  
Department of Management Science  
University of Education, Winneba  
P. O. Box 25,  
Winneba

Dear Sir/Madam,

Assurance Letter for Teaching Practice Placement of **Mr./Ms. ROSEMOND SAGOE**

I am writing to confirm that Mr./Ms. ROSEMOND SAGOE, a student from the University of Education, Winneba, has been granted approval to undertake a four-month teaching practice at [Name of Senior High School NUNGUA SHS] from [DD /MM /YYY ] to [DD /MM /YYY ]. We are pleased to support him/her in gaining practical teaching experience and enhancing their pedagogical skills.

At [Name of Senior High School NUNGUA SHS], we recognize the importance of providing aspiring educators with opportunities to apply their theoretical knowledge in classroom settings. We are committed to offering him/her a comprehensive and supportive teaching experience that aligns with their academic goals and professional aspirations.

Mr./Ms. ROSEMOND SAGOE will be mentored by  
Mr./Ms. GEORGINA ANDOH, who is an experienced teacher in his/her subject area. The mentor will provide regular feedback, mentorship, and support to ensure the teaching practice is both educational and rewarding for the student.

We assure you that the student will be integrated into our teaching staff and will have access to all necessary resources and facilities to successfully complete their teaching practice. Our institution is committed to maintaining a conducive and collaborative learning environment for both students and teaching practitioners.

Please do not hesitate to contact me directly at [Your Phone Number ] or [Your Email Address ] if you require any further information or have any questions regarding this teaching practice arrangement.

We look forward to welcoming him/her and supporting their professional development during this teaching practice period.

Thank you for your attention and cooperation.

Sincerely,

[Name of Headmaster/Headmistress]  
[Position]  
[Name of Senior High School]  
[Your Phone Number]  
[Your Email Address]

