



# EFFUTU MUNICIPAL ASSEMBLY

P. O. BOX 1, Winneba Tel:0209484466 Email: info@effutuma.gov.gh  
Website: www.effutuma.gov.gh



Our Ref: EMA . 02/10/17/88  
Your Ref: .....

22<sup>ND</sup> OCTOBER, 2024

## LETTER OF ASSURANCE IN FAVOUR OF MS. MARION ADOMAA AMANKWAH

Reference is hereby being made to your letter of introduction for internship for Ms. Marion, dated 30<sup>th</sup> July, 2024, on above subject matter.

We write to notify you that, the Effutu Municipal Assembly has given assurance for placement for the above student of your institution to undertake her internship with this Assembly with effect from January, 2024 to April, 2024.

Counting on your usual kind co-operation, please.

Thank you.

(KENNETH L. OKYEREFO)  
HUMAN RESOURCE MANAGER  
For: MUNICIPAL CHIEF EXECUTIVE

THE HEAD OF DEPARTMENT  
DEPARTMENT OF PROCUREMENT & SUPPLY CHAIN MGT  
UNIVERSITY OF EDUCATION  
WINNEBA

Cc:

Ms. Marion Adomaa Amankwah  
Department of Procurement & Supply Chain Mgt  
University of Education  
Winneba