



KUMAWUMAN RURAL BANK PLC

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GPS.: AP-0005-3464

15th January, 2025

Mr. Clement Yaw Osei
University of Education, Winneba

Dear Mr. Osei,

INDUSTRIAL ATTACHMENT OFFER

We refer to your institution (University of Education, Winneba) letter dated 26th July, 2024 on the issue of Industrial Attachment, it is with great pleasure to offer you three (3) months internship opportunity at the Finance Department of the Bank effective, 20th January, 2025. This will enable you learn practical applications of theories that have been taught at school.

- ✓ You are required to work diligently throughout your stay with the Bank.
- ✓ You are required to report to the Officer In Charge of the Central Account Unit.
- ✓ You will present a comprehensive report to the Head of Finance after your internship programme.
- ✓ You shall not be entitled to any allowance or monthly salary. The Bank may consider to give you something after the attachment period.
- ✓ You are supposed to handle the Bank's assets with care without any damage.
- ✓ You will be required to sign an **OATH OF SECRECY** which prohibit you from disclosing any information of the Bank or its customers to any third party.

Please be informed that should any adverse information come to the notice of the Bank, in respect to your conduct, the Bank shall revoke your internship opportunity immediately.

Thank you.

Yours faithfully,



Samuel peprah
(Head, HR)

Cc:

- The CEO
- The Deputy CEO
- Head of Finance
- All Key Management Members
- Personal File – Mr. Clement Yaw Osei