



UNIVERSITY OF EDUCATION, WINNEBA

OFFICE OF THE REGISTRAR
DIVISION OF HUMAN RESOURCE

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Our Ref: HR/I.1/VOL.17/79

Date: 29th January, 2025

Ms. Priscilla Koranteng
Department of Management Sciences
University of Education, Winneba
Winneba

Dear Ms. Koranteng,

RE: LETTER OF INTRODUCTION

We refer to your letter on the above subject and write to indicate our willingness to take you for internship from 4th February, 2025 to April, 2025. You will be attached to the Division of Academic Affairs (Student Financial Aid).

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 **Deputy Registrar, Division of Academic Affairs**, 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: *The Deputy Registrar*
Division of Academic Affairs
University of Education, Winneba
Winneba

Head
Department of Management Sciences
University of Education, Winneba
Winneba