

ADDRESS 17 E-Legon / Trasacco
Estate Road, Accra
DATE 15th January, 2025

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

Dear Sir/Madam,

Assurance Letter for Internship Placement of Ms. Gertrude Afia Akyenewaa Yanney.

I am writing to confirm that Ms. Gertrude Afia Akyenewaa Yanney, a student from the University of Education, Winneba, has been granted approval to undertake a four-month internship program at Steaman Group Limited from 02 01 2025 to [30 05 2025]. We are pleased to support Ms. Gertrude Afia Akyenewaa Yanney in gaining practical experience and enhancing their skills in their field of study.

At Steaman Group Limited, we recognize the importance of providing students with opportunities to apply theoretical knowledge in real-world settings. We are committed to offering Ms. Gertrude Afia Akyenewaa Yanney a comprehensive learning experience that aligns with their academic pursuits and career aspirations. Our institution has a structured internship program that ensures interns receive proper supervision, mentorship, and the chance to work on meaningful projects.

During the internship, Ms. Gertrude Afia Akyenewaa Yanney will be involved in various task/projects assigned to her in the organisation. This will allow them to develop their skills to gain valuable industry insights, and build professional networks. We assure you that Ms. Gertrude Afia Akyenewaa Yanney will be supervised by Eunice Ousu, who is an experienced professional in HR department. Eunice Ousu will provide regular feedback and guidance to ensure the internship is both educational and rewarding for the student.

Please do not hesitate to contact me directly at 0555383442 or eunice.ousu or Steamangroup.com if you require any further information or have any questions regarding this internship arrangement. We look forward to welcoming Ms. Gertrude Afia Akyenewaa Yanney and supporting her professional development during this internship period.

Thank you for your attention and cooperation.

Sincerely,



Eunice Ousu
[Your Position] Coordinator
[Your Institution's Name] Steaman Group Limited
[Stamp]

STEAMAN GROUP LIMITED
BAE. 69/14 SERVICED. PLOT DTD
BAATSOONA - ACCRA