

GHANA REVENUE AUTHORITY

NORTHERN/UPPER EAST/NORTH EAST AREA OFFICE

DIGITAL ADDRESS: NT- 0024-3166

*In case of reply the
number and date of the
letter should be quoted*

Our Ref. No.
Your Ref. No.



GRA

P. O. Box 2327
Tamale Area office
Ministries Tamale

3RD JANUARY 2025

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

Dear Sir/Madam,

ASSURANCE LETTER FOR INTERNSHIP PLACEMENT OF MS. YAKUBU ZENABU

I am writing to confirm that Ms. Zenabu, a student from the University of Education, Winneba, has been granted approval to undertake a four-month internship program at Ghana Revenue Authority – Tamale Area Office from **6th January, 2025 to 30th April, 2025**. We are pleased to support **Ms. Yakubu Zenabu** in gaining practical experience and enhancing her skills in the field of study. At Ghana Revenue Authority – Tamale Area Office, we recognize the importance of providing students with opportunities to apply theoretical knowledge in real-world settings. We are committed to offer her a comprehensive learning experience that aligns with her 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, she will be involved in various task/projects assigned to her in the organization. This will allow her to develop her skills to gain valuable industry insights, and build professional networks. We assure you that she will be supervised by Richard Pumba, a professional in Human Resource management. 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 on **0244229734** if you require any further information or have any questions regarding the internship arrangement. We look forward to Welcoming **Ms. Yakubu Zenabu** and supporting her Professional development during this internship period.

Thank you for your attention and cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Pumba', with a stylized flourish extending to the right.

Richard Pumba

(Principal Revenue Officer, ADM/HR)

For: Area Director