



ACCRA WEST REGION

Telephone: 0302 - 230190/3

Our Ref No.: BW/A145/2/J.20/52

Your Ref No.:

P. O. Box AN 6348
Accra

Date: 15th Jan, 2025

**MS. HUSSAIN NIHAD
UNIVERSITY OF EDUCATION
WINNEBA**

Dear Sir/Madam,

PRACTICAL ATTACHMENT TRAINING

We are pleased to offer you practical attachment training with the **Kaneshie District** of this Company with effect from **13th January, 2025 to 30th April, 2025**.

During the course of your internship, you should note that all information and data that will be collected should be kept confidential at all times.

As an intern you will be expected to abide by the Codes of conduct as prescribed by the company for all employees.

It is to be noted that the Company neither guarantees automatic employment nor pays any remuneration during and after the training period.

By a copy of this letter, the **Kaneshie District Manager** is being advised to organize the attachment training for the specified period and **ensure the deadline for the program is strictly adhered to**.

Kindly complete the attached Indemnity Form and return same through the Registry on the day you report for your training.

FLORENCE T. NARTEY
(Regional Human Resources Manager)

cc: DM/Kaneshie