



COCOA HEALTH AND EXTENSION DIVISION (COCOBOD)

P. O. Box 3197, Accra-Ghana Tel: 233 302 666946-9 Fax: 233 302 665893 / 668695

My Ref. No: CHED/IPS/IA/Vol.38/46

Date: 02 / 10 / 2025

Your Ref. No:

**HEAD OF DEPARTMENT
DEPARTMENT OF MARKETING AND ENTREPRENEURSHIP
SCHOOL OF BUSINESS
UNIVERSITY OF EDUCATION, WINNEBA
WINNEBA - GHANA**

Dear Sir/Madam

RE: REQUEST FOR OPPORTUNITY FOR INTERNSHIP: MR. DAVID FREEMAN NARH

Your letter No. DME/1.3/Vol.1/10 dated 10th September, 2025 relating to the above-mentioned subject refers.

Management has granted approval for Mr. David Freeman Narh to undertake his Industrial Attachment at the **Head Office, Accra.**

Internship details:

- | | |
|-------------------|--|
| i) Position: | Intern |
| ii) Team: | Procurement |
| iii) Start date: | 12 th January, 2025 |
| iv) End date: | 6 th February, 2025 |
| v) Working hours: | 8:00 am to 5:00 pm (1 hour lunch break, 40 hours per week except holidays) |

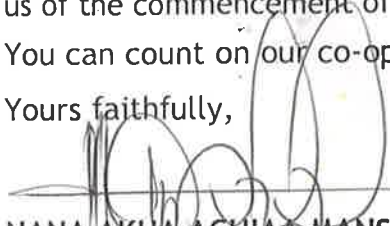
He will not be entitled to any salary during the period of attachment and will not be covered by the Division's insurance scheme.

If these conditions are acceptable to him, he should report to the Senior Human Resource Manager, Head Office, for further directives.

By copy of this letter, the Deputy Procurement Manager, Head Office, is informed to notify us of the commencement of the training by the student.

You can count on our co-operation.

Yours faithfully,


**NANA AKUA ACHIAA MANSAH
SENIOR HUMAN RESOURCE MANAGER
FOR: AG. EXECUTIVE DIRECTOR**

cc: Ag. Executive Director
Senior Human Resource Manager
Deputy Procurement Manager
Mr. David Freeman Narh