

12 January 2026.

Gloria Akyaa Agyeman
University of Education, Winneba
Winneba - Ghana
0245721607,

Dear Gloria,

INDUSTRIAL TRAINING - GLORIA AKYAA AGYEMAN

We are pleased to inform you that, you have been offered a place in our organization for a Two-month two weeks industrial training with effect from **14 January 2026 to 31 March 2026**.

The hours of work would be Monday to Friday 8:00am - 4:30pm.

You shall report to the Unit Head, at Reinsurance upon assumption of duty for a schedule of your practical training.

Please note that it is not part of the company's policy to reward students on attachment. You shall however benefit from the company's lunch provision.

You shall be subjected to the rules and regulations of the company and such directives that may, from time to time be issued by the department Head or your Supervisor.

Please confirm your acceptance of these terms by signing and returning to the undersigned the attached copies of this letter.

We are looking forward to giving you the training support.

Yours sincerely,



Emmanuel Akyee Amoako
HR BUSINESS PARTNER

ACCEPTANCE	
I accept the offer of internship and agree to the terms and conditions as detailed out in the letter therein. I confirm that I will assume duty on <u>14th January, 2026</u>	
Signature	
Date	<u>12th January, 2026</u>
Name in full	<u>Gloria Akyaa Agyeman</u>

Mr. Nana Agyemang - Managing Director
Mr. Kofi Sakyeng - Director
Mr. David Lartey - Director

Mr. Francis Kyei - Director
Mrs. Comfort Osei - Director
Mr. Nana Agyemang - Director

Mr. Javi Edmund Tettey - Director