



KUMASI METROPOLITAN ASSEMBLY

Plot No: Ota 87
Harper Road Adum,
P. O. Box 1916
Kumasi, Ghana West - Africa
Digital Address: Ak-064-5339

Our Ref. No: _____ KMA:02/10/16

Your Ref. No. _____

Date: _____ 3rd February, 2026

INDUSTRIAL ATTACHMENT

I have to inform you that permission has been granted for the student to undertake four (4) months practical training attachment with effect from **Monday, 5th January, 2026 to Thursday, 30th April, 2026 at Human Resource Department, KMA.**

Please take note that he will not be given any remuneration during the period of his training attachment.

I am by copy of this letter informing **The Head** to give him the necessary assistance during his training period.

**JANET ARABA FORSON
(H/R MANAGER)**

For: METRO CHIEF EXECUTIVE

**THE HEAD
HUMAN RESOURCE DEPARTMENT
KMA**

**Cc KWARTENG ODURO RICHMOND
BBA HUMAN RESOURCE
MANAGEMENT
UEW-WINNEBA**



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REPUBLIC OF GHANA

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