

ELECTRICITY COMPANY OF GHANA

CENTRAL REGION

Telephone: 03321-32126, 03321-30360

Fax: 03321-32948

Our Ref: No.: GA-145/1/V-16/011

P. O. BOX 154,
CAPE COAST.

Your Ref. No.:

Date: 7th January, 2026

MISS PORTIA ADAMAH
UNIVERSITY OF EDUCATION
WINNEBA

Dear Miss Portia,

PRACTICAL ATTACHMENT

With reference to your letter of attachment, we are pleased to offer you **fifteen (15) weeks** practical attachment training in **Human Resource Management** in the Company.

The **fifteen (15) weeks** training commences on **Monday 12th January, 2026** and ends on **Friday 24th April, 2026** at the **Kasoa North District**.

It is to be noted, however, that the Company neither guarantees automatic employment nor pays any remuneration within the specified period.

By a copy of this letter, the **DM/Kasoa North** is being informed of this programme within the specified period.

You are to complete the attached indemnity forms and return them to the Manager/Human Resource before commencement.

Yours faithfully,



L. AMISSAH COBBINAH
MANAGER/HUMAN RESOURCE

cc: GM/Learning & Development
DM/Kasoa North ✓

Student Contact: 0594455864



① DHP
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