

December 22, 2025

Dennis Odame Yeboah
University of Education
Winneba

Dear Sir,

STUDENT PLACEMENT

Further to your application for internship, I confirm your placement with the company from Monday, January 5, 2026 to Friday, May 8, 2026.

You will be assigned to the Research unit of the Marketing & Sales Department and report to the Market Research Manager or designate.

Normal working hours are 8:00am to 5:00pm or the working pattern prevailing in the department which you are assigned.

You will be paid an allowance of Two Hundred Ghana Cedis (GH¢200) for each month worked. There are rules and regulations of the company that you are to abide by and these include attendance, absence and discipline. Your placement will be terminated immediately on breach of any of the Company's rules and regulations.

At the end of your placement, you will be required to present a report covering experience gained, among others, to the Head of Human Resources.

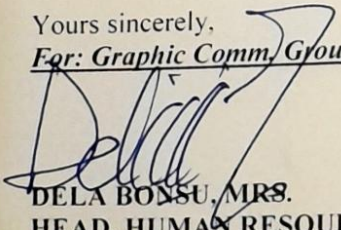
If there are any issues relating to your work, please do not hesitate to discuss them with your line manager in the first instance.

You should first report to the Ag. Talent Management Lead at 8:00am on Monday, January 5, 2026.

I wish you a fruitful learning experience.

Yours sincerely,

For: Graphic Comm. Group Ltd.


DELA BOSSU, MRS.
HEAD, HUMAN RESOURCES

cc: Director, Finance & Admin.
Director, Audit
Editor, Graphic
Director, Marketing & Sales
Market Research Manager
File

Rev. Samuel Affran
University of Education
Winneba