



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/PERS/IA/VOL.38/245

Date: 28/10/2025

Your Ref. No:

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

Dear Sir/Madam,

RE: REQUEST FOR OPPORTUNITY FOR INTERNSHIP: MR. FERGUSON AFRASAH

Your letter No. DME/I.3/Vol.1/08 dated 10th September, 2025 relating to the above-mentioned subject refers.

Management has granted approval for Mr. Ferguson Afrasah to undertake his Industrial Attachment at the Regional Office, Kumasi in the Ashanti Region.

Internship details:

- | | |
|-------------------|--|
| i) Position: | Intern |
| ii) Team: | Human Resource |
| iii) Start date: | 12 th January, 2025 |
| iv) End date: | 13 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 Regional Manager, Ashanti, for further directives.

By copy of this letter, the Regional Manager, Ashanti 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
Regional Manager, Ashanti
Mr. Ferguson Afrasah