

GRAPHIC COMMUNICATIONS GROUP LTD.

No. 3 Graphic Road, P O Box GP 742, Accra.

Tel: 0302-684001-10 Fax: 0302-684019/25,

E-mail: info@graphic.com.gh Website: www.graphic.com.gh

January 26, 2026

**ESTHER DWUMOH
UNIVERSITY OF EDUCATION
WINNEBA**

Dear Madam,

STUDENT PLACEMENT

Further to your application for internship, I confirm your placement with the company from Tuesday, February 2 to Thursday, April 30, 2026.

You will be assigned to the Circulation Unit of the Marketing/Sales Department and report to the Circulation Manager. 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¢200.00) for each month worked. You will be required to abide by all rules and regulations of the company, including 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, 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 the Head Office at 8:00 am on Tuesday, February 2, 2026.

I wish you a fruitful learning experience.

Thank you.

Yours faithfully,

For: Graphic Comm. Group Ltd.


DELA BONSU (MRS)

HEAD, HUMAN RESOURCES

cc: Director, Finance & Admin
Director, Audit
Director, Marketing/Sales
Circulation Manager

✓ Rev. Samuel Affran
Head of Department
University of Education
Winneba