

# EMMANUEL CO-OP. CREDIT UNION LTD



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CENTRAL REGION, GHANA  
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Date: January 5, 2026

Dr. Emmanuel Atta Anaman  
Head of Department  
Department of Applied Finance and Policy Management  
School of Business  
University of Education, Winneba  
P.O. Box 25, Winneba, Ghana

**RE: ACCEPTANCE OF INTERNSHIP REQUEST - MS. AGNES EKU DADDEY (INDEX NO. 5231530009)**

Dear Dr. Anaman,

We acknowledge receipt of your letter dated 25th August, 2025, introducing Ms. Agnes Eku Daddey for internship placement at Emmanuel Co-operative Credit Union Ltd.

We are pleased to inform you that we have reviewed Ms. Daddey's application and are delighted to offer her an internship position with our organization for the period of 1st January, 2026 to 30th April, 2026, as specified in your correspondence.

## **INTERNSHIP DETAILS:**

Position: Intern - Banking and Finance  
Duration: Four (4) months (1st January, 2026 - 30th April, 2026)  
Department: Operations/Finance/Customer Service - as applicable  
Supervisor: Mr. James Mac-Granaham  
Reporting Time: 8:00 AM - 5:00 PM, Monday to Friday

Ms. Daddey is required to report to our Human Resources Department on 5th January, 2026 at 9:00 AM for orientation and documentation. She should come along with the following:

1. Copy of her student identification card
2. Any other relevant academic documents

## **BRANCH OFFICES**

**BAWJIASE:** Ayigbe town,  
Gyase Hene's Palace  
0246531245 / 0203330382

**KASOA:** New Market,  
First Gate - From Bawjiase Rd.  
0561417270 / 0202430110

**MANKESSIM:** Accra Station,  
Inside Municipal Assembly Building  
0241959452

During the internship period, Ms. Daddey will be exposed to various aspects of our operations in line with her academic program requirements. We are committed to providing her with practical experience and mentorship that will complement her academic knowledge in Banking and Finance.

We note that a representative from the University will visit to assess her progress during the internship period. We welcome this and will ensure full cooperation. Please feel free to contact us on 0530983288 or via email at [eccuswedru@gmail.com](mailto:eccuswedru@gmail.com) to schedule the visit.

We look forward to having Ms. Daddey as part of our team and contributing to her professional development.

Thank you for considering Emmanuel Co-operative Credit Union Ltd as a training partner for your students.

Yours faithfully,



**Ms. Priscilla Abedu**  
**Human Resources Officer**  
**Emmanuel Co-operative Credit Union Ltd**

CC: Ms. Agnes Eku Daddey (0543639358)