

COCOA RESEARCH INSTITUTE OF GHANA

(A DIVISION OF COCOBOD)

Internal Mail

Post Office Box 8
New Tafo-Akim,
Ghana



External Mail

Private Mail Bag
Kotoka International Airport
Accra, Ghana

IN YOUR REPLY

PLEASE QUOTE

CRIG40/V.10/18

DATE:

08-01-2026

THE HEAD
DEPARTMENT OF APPLIED FINANCE
AND POLICY MANAGEMENT
UNIVERSITY OF EDUCATION, WINNEBA
P. O. BOX 25, WINNEBA GHANA

RE: INTRODUCTION FOR INTERNSHIP - MS. SOKU PATIENCE

We refer to your letter No.DAFPM/1.3/VOL.5.3 dated 25th August, 2025 on the above subject matter and wish to inform you that Management has granted approval for **Ms. Patience Soku** a student of your Institution to undertake her internship at the **Accounts Division** of this Institute for a period Fifteen (15) weeks from 12th January, 2026 to 30th April, 2026.

This is subject to the following conditions:

- We are not obliged to provide her with accommodation
- She is not covered by any of our insurance scheme

She would be required to report to the Senior Human Resource Manager on arrival for further directives.

You can count on our co-operation.

AUGUSTA NYAKO (MRS)
DEP. EXEC. DIRECTOR GEN. ADMIN.

cc: Executive Director
Snr. Human Resource Manager
Dep. Accounts Manager.
Chairman, Committee for Student Affairs

Ms.Patience Soku
(0559447002)

DE:mtu