



# EFFUTU MUNICIPAL ASSEMBLY

P. O. BOX 1, Winneba Tel: 0209484466 Email: info@effutuma.gov.gh  
Website: www.effutuma.gov.gh



Our Ref: EMA-02/10/17/02/06  
Your Ref: .....

19<sup>th</sup> December, 2025

## LETTER OF ASSURANCE IN FAVOUR OF MR. AGESINE MICHAEL

Reference is hereby being made to your letter of introduction for internship for Mr. Agesine Michael, dated 25<sup>th</sup> August, 2025.

We write to notify you that, the Effutu Municipal Assembly has given assurance for placement for the above student of your institution to undertake his internship with this Assembly (BAC) effective Monday, 5th January, 2026.

Counting on your usual kind co-operation, please.

Thank you.

(FRANK K. AGBENU)  
HUMAN RESOURCE MANAGER  
For: MUNICIPAL CHIEF EXECUTIVE

THE HEAD OF DEPARTMENT  
BANKING AND FINANCE  
UNIVERSITY OF EDUCATION WINNEBA  
WINNEBA

Cc:

Mr. Agesine Michael  
Student – University of Education-Winneba  
Winneba