



GCB Bank Plc
Human Resources Department

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Wednesday, 26th November 2025

Mavis Adofowaa
University of Education
Winneba

Dear Mavis,

INDUSTRIAL ATTACHMENT

We refer to a request for an opportunity for you to undergo an Internship/Attachment with GCB Bank PLC and advise that the request has been approved with the Kade Branch from 2nd January – 31st March, 2026.

You will be paid a monthly transport allowance of GHS350.00 (Three Hundred and Fifty Ghana Cedis only) less tax.

You will not be entitled to the privileges and rights enjoyed by the regular staff of GCB Bank PLC. You will however be governed by the general disciplinary regulations of the Bank. As part of the internship evaluation process, your designated line manager will be required to complete a performance survey and you will also be expected to provide feedback on your experience.

You will be expected to sign the Bank's Oath of secrecy for students on Industrial Attachment immediately you report for work on Friday, 2nd January, 2026.

If you wish to accept this offer, kindly communicate your acceptance in writing including your GCB Account Number to the undersigned and report to the Kade Branch for duty on Friday, 2nd January, 2026 at 8.00 a.m.

Yours faithfully,

Peter Yao Bosrotsi
Manager, HR Business Partnering

cc: Branch Operations Manager, Kade
Manager, Compensation & Benefits