



Our Ref: HR/I.1/VOL.17/223

Date: 16th December, 2025

Mr. Ashimi Awudu
Department of Accounting
University of Education, Winneba
Winneba

Dear Mr. Awudu,

RE: LETTER OF INTRODUCTION

We refer to your letter on the above subject and write to indicate our willingness to take you for internship from 2nd January, 2026 to 30th April, 2026. You will be attached to the College for Distance and e-Learning (CODEL Finance).

You are requested to report to the **Division of Human Resource**, University of Education, Winneba for further directives.

By a copy of this letter the **Principal, College for Distance and e-Learning**, University of Education, Winneba is kindly requested to make the necessary arrangements towards your training.

Please, note that the University has no financial obligation towards your training.

We look forward to a fruitful working relationship with you.

Thank you.

Yours sincerely,

Rebecca Tachie-Menson (Ms.)

for: Deputy Registrar, Division of Human Resource

cc: Principal
CODEL
University of Education, Winneba

Head
Department of Accounting
University of Education, Winneba
Winneba