



UNIVERSITY OF EDUCATION, WINNEBA

OFFICE OF THE REGISTRAR  
DIVISION OF HUMAN RESOURCE

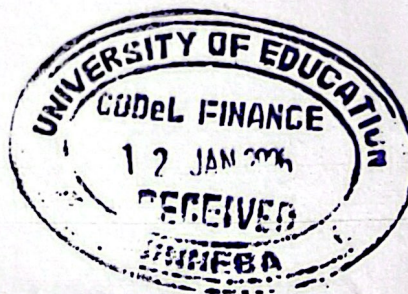
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Date: 6<sup>th</sup> January, 2026

Ms. Eunice Jiagge  
Department of Accounting  
University of Education, Winneba  
Winneba



Dear Ms. Jiagge,

**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 6<sup>th</sup> January, 2025 to 30<sup>th</sup> April, 2025. You will be attached to the Finance Section (CODEL)

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 **Finance Officer**, 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*

**Rebecca Tachie-Menson (Ms.)**  
*for: Deputy Registrar, Division of Human Resource*

cc: Finance Officer ✓  
University of Education, Winneba  
Winneba

Head  
Department of Accounting  
University of Education, Winneba  
Winneba



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