



**Bizexcel
Partners**

Audit Assurance, Accounting and
Business Advisory Services

Ag. Head of Department
Department of Accounting
School of Business
University of Education, Winneba
P.O. Box 25, Winneba
Ghana

1st January 2026

Dear Dr. Pobbi,

RE: CONFIRMATION OF INTERNSHIP PLACEMENT – MS. ADELEY FRANCISCA AMA ELANYO

We acknowledge receipt of your letter dated 15th September 2025 introducing Ms. Adeley Francisca Ama Elanyo (5231550097) for an internship placement in our firm.

We are pleased to confirm that Ms. Elanyo has been accepted for her internship with Bizexcel Partners, an Audit/Accounting Firm. She will undertake her training with us for the period 6th January 2026 to 30th April 2026, as indicated in your letter.

She will be assigned to the Account team from 6th January 2026 to 31st January 2026 and she will be supervised by Esther Tagoe. She will also work with the Audit team from 2nd February 2026 to 30th April 2026, supervised by Nana Ekua Yamoah, where she will have the opportunity to gain practical experience relevant to her Bachelor of Business Administration (Accounting) program.

We will provide the necessary guidance and support during her stay with us.

We welcome the scheduled supervisory visits from your lecturers and will make Ms. Elanyo available for any required assessments.

Should you require any further information, please feel free to contact us.

Thank you.

Yours faithfully,

Emelia Okai

HR/Admin Coordinator

For and on behalf of Bizexcel Partners.

