



## ACCRA WEST REGION

Telephone:

Our Ref No.: *AW/A. 145/V. 27/36*

P. O. Box

Your Ref No.: .....

Date: *19<sup>th</sup>* Dec, 2025

**MS. CHRISTIANA AMUZU  
UNIVERSITY OF EDUCATION  
WINNEBA**

Dear Sir/Madam,

### **PRACTICAL ATTACHMENT TRAINING**

We are pleased to offer you practical attachment training with the **Nsawam District** of this Company with effect from **6<sup>th</sup> January, 2025 to 27<sup>th</sup> February, 2025**.

During the course of your internship, you should note that all information and data that will be collected should be kept confidential at all times.

As an intern you will be expected to abide by the Codes of conduct as prescribed by the company for all employees.

It is to be noted, that the Company neither guarantees automatic employment nor pays any remuneration during and after the training period.

By a copy of this letter, the **District Manager** is being advised to organize the attachment training for the specified period and **ensure the deadline for the program is strictly adhered to**.

Kindly complete the attached Indemnity Form and return same through the Registry on the day you report for your training

**FLORENCE T. NARTEY  
(REGIONAL HUMAN RESOURCE MANAGER)**

**Cc: DM/Nsawam**

Internal