



UNIVERSITY OF EDUCATION, WINNEBA

OFFICE OF THE REGISTRAR

DIVISION OF HUMAN RESOURCE

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Date: 17<sup>th</sup> September, 2025

Ms. Fatima Laadi Issah  
Department of Management Sciences  
University of Education, Winneba  
Winneba

Dear Ms. Issah,

**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 5<sup>th</sup> January, 2025 to 30<sup>th</sup> April, 2025. You will be attached to the Directorate of Research, Innovation and Development (DRID).

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 **Director**, Directorate of Research, Innovation and Development **DRID**, 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: Director  
DRID  
University of Education, Winneba  
Winneba

Head  
Department of Management Sciences  
University of Education, Winneba  
Winneba

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