



UNIVERSITY OF EDUCATION, WINNEBA

OFFICE OF THE REGISTRAR
DIVISION OF HUMAN RESOURCE

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Date: 17th September, 2025

Ms. Princess Abakah
Department of Management Sciences
University of Education, Winneba
Winneba

Dear Ms. Abakah,

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 5th January, 2025 to 30th April, 2025. You will be attached to the Planning Unit.

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 **Planning 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 (Ms.)
for: Deputy Registrar, Division of Human Resource

cc: Planning Officer
University of Education, Winneba
Winneba

Head
Department of Management Sciences
University of Education, Winneba
Winneba