



Our Ref: HRI.1/VOL.17/216

Date: 1st December, 2025

Ms. Bernice Hanson
Department of Management Sciences
University of Education, Winneba
Winneba

6/1/26
DEPT. OF EDUCATION
UNIVERSITY OF EDUCATION
WINNEBA

Dear Ms. Hanson,

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 2nd January, 2026 to 30th April, 2026. You will be attached to the Department of ICT Education.

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 **Head, Department of ICT Education**, 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/ Head
Department of ICT Education
University of Education, Winneba
Winneba

Head
Department of Management Sciences
University of Education, Winneba
Winneba

②/PA
Pls file it
Daf, 8/01/2026

