



COCOA MARKETING COMPANY (GHANA) LIMITED

3RD FLOOR COCOA HOUSE
KWAME NKRUMAH AVENUE
P. O. BOX 1017, ACCRA-GHANA.

ADDRESS: GA-105-0575

TEL: +233 302 668352
+233 302 668462
+233 302 668281
FAX: +233 302 665076

E-MAIL: info@cocoamarketing.com

Our Ref: CMC/GH/ADM/75/58

Date: 7TH November, 2025

**THERESAH YEBOAH BAAH
UNIVERSITY OF EDUCATION
WINNEBA**

OFFER OF INTERNSHIP

We are pleased to offer you a place for Internship at the **Human Resource Department**, Cocoa Marketing Company (GH) Limited, Takoradi.

You are to report to the **Regional Manager** on the day of assumption of duty for further instruction.

Your internship is for a period of One (1) month and it takes effect from **5th to 31st January 2026**.

The working hours are:

Mondays to Fridays

Morning : 7:00am-12:00pm
Afternoon : 1:00pm-4:00pm

Your internship will be on the following terms and conditions:

- You will be provided a monthly transport allowance of **Gh¢160.00**
- For disciplinary control, you will be subject to rules and regulations of the Company and directives that may be issued from time to time.
- The offer may be terminated by either party on giving two (2) weeks' notice.
- The Company, however, reserves the right to cancel the offer on grounds of indiscipline, misconduct and such likes.

If you do accept the terms and conditions outlined above, please acknowledge receipt within two (2) weeks from the date of this letter, otherwise you should consider the offer cancelled.

You can count on our co-operation.

**PORTIA EDNA ADJEI (MRS.)
AG. ADMIN/HUMAN RESOURCE MANAGER**

Pc: Deputy Director, Finance
Audit Manager
Regional Manager, Takoradi
Dep. HR Manager, Takoradi
School of Business, Department of Management Sciences, UEW