



UNIVERSITY OF EDUCATION, WINNEBA

OFFICE OF THE REGISTRAR

DIVISION OF HUMAN RESOURCE

P.O. Box 25, Winneba, Ghana

Tel: +233 (020) 2041146 - (050) 1321531

hr@uew.edu.gh / personnel@uew.edu.gh

Our Ref: HR/L1/VOL.18/08

Date: 5th January, 2026

Ms. Gracious Ama Mottey
Department of Management Sciences
University of Education, Winneba
Winneba

Dear Ms. Mottey,

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 Aggrey Hall.

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 **Hall Manageress, Aggrey Hall, 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: *Hall Manageress*
Aggrey Hall
University of Education, Winneba
Winneba

Head ✓
Department of Management Science
University of Education, Winneba
Winneba



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