

3<sup>rd</sup> February 2026.



Ms. Terra Ephraim  
C/o University of Education, Winneba  
School of Business, Department of Management Studies  
P. O. Box 25, Winneba, Ghana.

Dear Terra,

**OFFER OF INTERNSHIP**

We are pleased to offer you the opportunity to undertake your internship at GLICO General Insurance LTD. This internship is effective from Monday, 5<sup>th</sup> January to Thursday, 30<sup>th</sup> April 2026.

Please take note of the following details:

- **Duties & Responsibilities:** Your duties and responsibilities will be outlined and discussed with you by your line manager upon commencement.
- **Department:** You have been assigned to the Takoradi Workgroup.
- **Location:** You will be stationed at the Takoradi Office, and may be required to perform other duties at our other offices as needed.
- **Reporting Manager:** You will report directly to Ms. Hannah Buaduwa Asare, the Business Development Manager or her designee.
- **Allowance:** You will receive a monthly allowance of GH¢300.00 during the internship period.
- **Working Hours:** You will work such hours as are necessary for the proper performance of your duties from Monday to Friday, 8:00 AM – 5:00 PM, with an hour lunch break.
- **Dress Code:** Please find attached our dress code policy, which must be strictly adhered to.

We look forward to having you as part of our team during this period.

Thank you.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Jonas Safo Baah".

**Jonas Safo Baah**  
Group Head, Human Resources.

Cc: MD, GLICO General  
CFO, GLICO General  
CBDO, GLICO General  
SSM, GLICO General  
GH, IC&C

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