

REF: APEX BANK/HCD/DA.INTERN/12/25

29<sup>TH</sup> DECEMBER 2025

MISS DORA ARMAH  
UNIVERSITY OF EDUCATION  
WINNEBA

Dear Miss Armah,

**INTERNSHIP**

We are pleased to inform you that approval has been granted for you to undergo an internship with the Digital Banking Unit of ARB Apex Bank PLC effective 2<sup>nd</sup> January, to 30<sup>th</sup> April 2026.

On assumption of duty, the Unit Head will communicate your job description to you. You will be required to submit a monthly report on assignments executed to her, with a copy to the Head, Human Capital Department.

During the period of your internship, you shall be subject to the rules and regulations of the Bank, which will be spelt out to you on assumption of duty.

The Bank reserves the right to terminate your internship without notice if it deems it necessary.

You will receive a monthly allowance of Seven Hundred and Forty Ghana Cedis (GH¢740.00) as transportation subsidy.

Kindly notify the undersigned in writing of your acceptance or otherwise of the offer by close of business on 31<sup>st</sup> December 2025.

Yours sincerely,

  
**FRANCISCA DEDEI AFUTU (MS)**  
**HEAD, HUMAN CAPITAL DEPARTMENT**

CC: Unit Head, Digital Banking