



UNIVERSITY OF EDUCATION, WINNEBA

OFFICE OF THE REGISTRAR  
DIVISION OF HUMAN RESOURCES

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Date: 6<sup>th</sup> January, 2026

Ms. Augustina Adomaa Bonsu  
Department of Procurement and Supply Chain Mgt.  
University of Education, Winneba  
Winneba

Dear Ms. Bonsu,

**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 6<sup>th</sup> January, 2026 to 30<sup>th</sup> April, 2026. You will be attached to the Procurement Unit.

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 **Procurement Officer**, 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: Procurement Officer  
University of Education, Winneba  
Winneba

Head  
Department of Procurement and Supply Chain Mgt.  
University of Education, Winneba  
Winneba