



UNIVERSITY OF EDUCATION, WINNEBA

OFFICE OF THE REGISTRAR
DIVISION OF HUMAN RESOURCE

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Date: 1st September, 2025

Ms. Mercy Ohene
Department of Procurement and Supply Chain Mgt.
University of Education, Winneba
Winneba

Dear Ms. Ohene,

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 January, 2026 to 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 **Head, Procurement Unit**, 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: Head
Procurement Unit
University of Education, Winneba
Winneba

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

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