



SEED PRODUCTION DIVISION (COCOBOD)

P. O. Box 3197
Accra - Ghana
Tel: 233-302-661236
233-302-672681

Our Ref: SPD/IA/SF/VK/25

Your Ref: _____

Date: 25/08/25

AG. HEAD OF DEPARTMENT
UNIVERSITY OF EDUCATION, WINNEBA
P.O BOX 25
WINNEBA-GHANA

RE: LETTER OF INTRODUCTION –MS. GIFTY AMOAH (0541225019)

We refer to your letter No. DPSCM/I.4/VOL.1/7 dated 5TH August, 2025 in connection with the above subject matter and wish to inform you that Management of Seed Production Division (COCOBOD) has given approval for **Ms. Gifty Amoah** to undertake her industrial attachment at the **Central Regional Office, Swedru** with effect from 10th January, 2026 to 10th April, 2026.

Ms. Amoah will be required to submit a report, prior to the completion of the training, on the duties assigned to her as well as skills and knowledge gained during the period.

The period of attachment will be at **no cost** to the Division and the trainee will not be covered by the Board's Insurance Scheme.

The trainee is requested to report to the Regional Manager, Central for further directives if the terms and conditions stated above are acceptable.

We count on your co-operation.


DIVINE K.M LOGOS
DEPUTY HUMAN RESOURCE MANAGER
For: EXECUTIVE DIRECTOR

cc: Executive Director
Deputy Executive Director
Regional Manager, Central
Assin Foso C/S
Ms. Gifty Amoah (0541225019)