



UNIVERSITY OF APPLIED
SCIENCE, ENGINEERING AND
TECHNOLOGY

**Department of
Mechanical Engineering**

12th May, 2023

Dr. Yusupha Touray
Permanent Secretary
Ministry of Higher Education Research, Science and Technology
Opposite Gambia Chamber of Commerce and Industry Building
Senegambia Highway
Bijilo, The Gambia

Attn: Mr. Samba Sowe, ACE Focal

Dear Sir,

I write to inform you that I have reported to work as the Head, Department of Mechanical Engineering, USET, The Gambia, in accordance with the terms of the contract excuted on 11th April, 2023.

As stated in Section 3D, Payment Conditions, I would receive an advance payment of two months' fees amounting to \$6,000 (Six Thousand United States Dollars) upon assuming office. I am, hereby, requesting for the two-month advance payment to enable me quickly settle down.

I am excited to be at USET and I look forward to contributing my expertise towards the development of the University. I take this opportunity to express my gratitude for the opportunity given me, and I hope to have a fulfilling working period with the University.

Yours sincerely,

Prof. Albert Kojo Sunnu
Head, Department of Mechanical Engineering

Xc: Programme Manager, PCU
Senior Consulting University Administrator, USET
STEE Project Manager

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