

[SCHOOL YOUR ADDRESS HERE]

[DATE]

THE DIRECTOR
GHANA EDUCATION SERVICE
[DISTRICT ADDRESS]

LETTER OF ASSUMPTION

“[NAME OF TEACHER]”

I wish to inform your office that the above-named Teacher has assumed duty as a newly posted Teacher to **[INSERT NAME OF SCHOOL HERE]** on 12th August, 2021.

Kindly give him/her the necessary attention he/she deserves as a teacher of the above-mentioned school.

Counting on your co-operation.

Thank you.

Yours faithfully,

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[Name of Headmaster]
(*Headteacher*)