

ADANKWAME BASIC SCHOOL

P.O.BOX AD 225

ADANKWAME, KUMASI

18TH NOVEMBER, 2021

THE DIRECTOR

GHANA EDUCATION SERVICE

ATWIMA NWABIAGYA MUNICIPAL

NKAWIE

**APPLICATION FOR AN ASSURANCE OF VACANCY**

**NAME:**

**STAFF ID:**

**RANK:**

**REGD. NUMBER**

**CONTACT:**

I humbly write to apply for an assurance of vacancy in your district. I am a professional teacher at Adankwame Basic School in the Atwima Nwabiagya North District and I have been at post since my first appoint in 2011 as an ICT Teacher.

I hold a Bachelor of Education in ICT from the University of Education, Winneba.

This has become necessary because I want to get closer to my family [**or you can state your reason for the assurance**] and my arduous search for a new challenge and experience in the service.

I would be grateful if you could assure me of a vacancy in your Municipal.

Attached are copies of certificate, and other relevant documents for your perusal.

Thank you.

.....  
[KOFI APPIAH]  
(050 000 0000)