

[YOUR ADDRESS HERE]

17TH AUGUST, 2021

THE DIRECTOR
GHANA EDUCATION SERVICE
ATWIMA NWABIAGYA NORTH DISTRICT
BAREKESE

APPLICATION FOR MATERNITY LEAVE

NAME:

STAFF ID:

SSNIT NUMBER:

RANK:

PHONE NUMBER:

I am a teacher at the above-mentioned school; I wish to apply for maternity leave to enable me to take care of myself and the baby.

Attached to the letter is the maternity leave form which shows the day I delivered to certify my request.

Thank you.

Yours faithfully,

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(KOFI APPIAH)