

ADANKWAME BASIC SCHOOL

P.O.BOX AD 225

ADANKWAME, KUMASI

18TH NOVEMBER, 2021

THE DIRECTOR

GHANA EDUCATION SERVICE

ATWIMA NWABIAGYA NORTH DISTRICT

BAREKESE

APPLICATION FOR PROMOTION

NAME:

STAFF ID:

RANK:

REGD. NUMBER

CONTACT:

I would like to apply for promotion from the rank of PRINCIPAL SUPERINTENDENT to ASSISTANT DIRECTOR II. I was upgraded to the current rank in the year 2016.

I would be grateful if my application is given the necessary attention.

Attached are copies of certificates, last promotion letter and other relevant documents for your perusal.

Counting on your good offices for a favourable response.

Thank you.

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[KOFI APPIAH]

(050 000 0000)