

[YOUR ADDRESS HERE]

18TH AUGUST, 2021.

THE DIRECTOR GENERAL
GHANA EDUCATION SERVICE
HEADQUARTERS
ACCRA

THRO'
THE REGIONAL DIRECTOR
GHANA EDUCATION SERVICE
ASHANTI REGION
KUMASI

THRO'
THE DIRECTOR
GHANA EDUCATION SERVICE
ATWIMA NWABIAGYA NORTH DISTRICT
BAREKESE

RESTORATION OF SALARY AND CHANGE OF MANAGEMENT UNIT

NAME:
STAFF ID:
SSF. NO.
RANK:
BANK:
CONTACT:

I humbly write for the restoration of salary and change of management unit.

I have been transferred as a teacher from Spiritan Senior High School to Nkawie Senior High School. My name has been deleted from the payroll since March, 2021 due to the delay in change of management unit and failure to be validated.

I am by this letter requesting for your assistance to restore my salary and also change my management unit.

Counting on your usual co-operation.

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