

SPIRITAN SENIOR HIGH TECHNICAL SCHOOL
P.O.BOX 12205
ADANKWAME - KUMASI
16TH JANUARY 2024

THE DIRECTOR GENERAL
GHANA EDUCATION SERVICE
HEADQUARTERS
ACCRA

THRO'
THE REGIONAL DIRECTOR
GHANA EDUCATION SERVICE
ASHANTI REGION
KUMASI

THE DISTRICT DIRECTOR
GHANA EDUCATION SERVICE
ATWIMA NWABIAGYA NORTH DISTRICT
KUMASI

APPLICATION FOR LEAVE OF ABSENCE

NAME: BOATENG ODURO
STAFF ID: XXXXXX
RANK: ASSISTANT DIRECTOR II
REGD. NUMBER: XXX/XX

I am writing to request a leave of absence from my position at the Ghana Education Service, effective March 1, 2024, due to [state reason - e.g. unexpected personal or family emergency or relocation]. I plan to return and resume my duties on December 10, 2024.

I appreciate the opportunities and experiences during my time at [name of school or department] and I am thankful for the support provided by the staff. Attached are the relevant documents for processing my leave.

I am committed to ensuring a smooth handover of my responsibilities before my departure. If needed, I will be available for further clarification.

Thank you for considering my request.

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BOATENG ODURO
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