

[YOUR ADDRESS HERE]

12<sup>TH</sup> MARCH, 2020

THE DIRECTOR  
GHANA EDUCATION SERVICE  
ACCRA METRO  
ACCRA

**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 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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**(JOHN DOE)**