

SALVATION ARMY BASIC SCHOOL

P.O.BOX MP 256

MAMPROBI, ACCRA

25TH DECEMBER, 2020

THE DIRECTOR

GHANA EDUCATION SERVICE

ABLEKUMA WEST MUNICIPAL

DANSOMAN

APPLICATION FOR PROMOTION

NAME:

STAFF ID:

RANK:

REGD. NUMBER

CONTACT:

I would like to apply for promotion from the rank of SENIOR SUPERINTENDENT to ASSISTANT DIRECTOR II. I was upgraded to my last rank in the year 2015.

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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[JOHN DOE]

(020 000 0001)