

[YOUR ADDRESS HERE]

[DATE]

THE DIRECTOR
GHANA EDUCATION SERVICE
[DISTRICT ADDRESS]

LETTER OF ASSUMPTION

“[INSERT YOUR NAME HERE]”

I wish to inform your office that the above-named Teacher has assumed duty as a newly posted Teacher to **[INSERT NAME OF SCHOOL HERE]** on 12th December, 2020.

Kindly give him/her the necessary attention he/she deserves as a Teacher of the above-mentioned school.

Counting on your co-operation.

Thank you.

Yours faithfully,

.....
[JOHN DOE]
(*Headteacher*)