KOKOMLEMLE 2 BASIC SCHOOL
P.O.BOX NT 327
ACCRA NEWTOWN

24TH SEPTEMBER, 2020.

THE DIRECTOR GENERAL
GHANA EDUCATION SERVICE
HEADQUARTERS
P.O. BOX M. 45
ACCRA

THRO'
THE REGIONAL DIRECTOR
GHANA EDUCATION SERVICE
GREATER ACCRA REGION
ACCRA

THRO'
THE DIRECTOR
AYAWASO CENTRAL MUNICIPAL
ACCRA NEWTOWN

RESIGNATION LETTER

NAME
RANK:
STAFF ID:
SSNIT:
CONTACT:

Please accept this letter as my formal notice of my resignation from the position of a Teacher of Kokomlemle 2 Basic School. My last day of employment was 25th March, 2020.

Recently, I received a new job offer as an Immigration officer at the Ghana Immigration Service. After careful consideration, I have decided to accept this new job opportunity and will be commencing work with them soon.

I have really enjoyed and appreciated my time with the education service and all the opportunities it has brought me.

I appreciate your support and understanding.

Attached is a copy of my appointment letter for your perusal.

Thank you.

……