[YOUR ADDRESS HERE]

8TH MAY, 2020.

THE DIRECTOR GENERAL
GHANA EDUCATION SERVICE
HEADQUARTERS
ACCRA

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

THRO'
THE DIRECTOR
AYAWASO CENTRAL MUNICIPAL
ACCRA NEWTOWN

APPLICATION FOR SALARY ADJUSTMENT

NAME:
STAFF ID:
SSF NO.:
RANK:
BANK:
CONTACT:

I humbly write for salary adjustment, after a successful promotion examination from the rank of Principal Superintendent to Assistant Director II.

Attached are photocopies of my payslip, appointment letter and congratulations printout.

Thank you.

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