

[YOUR ADDRESS HERE]

18TH AUGUST, 2020.

THE DIRECTOR
AYAWASO CENTRAL MUNICIPAL
EDUCATION OFFICE
P.O.BOX NT 1
ACCRA NEWTOWN

APPLICATION FOR CONFIRMATION AS A TEACHER.

NAME: JOHN DOE
STAFF ID: 000001
SSF. NO.: C000054562565
RANK: SNR. SUPT. II
CONTACT: 020 000 0001

I humbly write to apply for confirmation as a teacher in your municipality.

I completed Ada College of Education and graduated in July, 2019, written the Teacher Licensure Examination and passed, completed the mandatory National Service and have accepted posting to Kokomlemle 2 Basic School and have remained at post till date.

Counting on your good offices for a favourable response.

Attached are photocopies of my Teacher's certificate, current payslip and filled appraisal form for your perusal.

Thank you.

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