

[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

RESTORATION OF SALARY AND CHANGE OF MANAGEMENT UNIT

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

I humbly write for the restoration of salary and change of management unit.

I have been transferred as a teacher from School to.....
Basic School. My name has been deleted from the payroll since March, 2020 due to the delay
in change of management unit and failure to be validated.

I am by this letter requesting for your assistance to restore my salary and also change my
management unit.

Counting on your usual co-operation.

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