UNIVERSITY STAFF BASIC SCHOOL,

P.O.BOX LG 400,

LEGON-ACCRA.

JANUARY 11TH, 2020

THE DIRECTOR,

GHANA EDUCATION SERVICE,

AWAYASO WEST MUNICIPAL,

ACCRA.

**APPLICATION FOR PROMOTION TO ASSISTANT DIRECTOR II**

**NAME:**

**STAFF ID:**

**RANK:**

**REGD. NUMBER:**

**CONTACT:**

I write to apply for promotion from the rank of SENIOR SUPERINTENDENT to ASSISTANT DIRECTOR II. In 2016, I was upgraded to the current rank of Senior Superintendent.

I would appreciate it if my application for promotion is considered and given the needed attention.

Attached to this letter are copies of relevant certificates, the last promotion letter, and other relevant documents for your attention.

I look forward to a favourable response from your high office.

Yours faithfully

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[Samuel Adjetey]

(0240555222)