

GES LETTER SAMPLES-SUBMIT YOUR LETTERS WITH EASE

GHANA EDUCATION SERVICE

It is sometimes disappointing when you pen your letter to your district office and you are turned down due to some petty-petty errors in your letter. I feel your pain too reader, as usual as we normally do, listengh.net has got your back in terms of educational content. well, these are some few letter samples uploaded to guide you when writing to your district office.

This post contains all your GES document samples that one may need in terms of upgrading, resignation, promotion, and many more. Browse through to get your choice of sample. kindly leave your request in the comment box below for us to upload them for your perusal.

However, readers are obliged to note that these samples are to serve as a guide when writing similar letters.

1. APPROVAL FOR FURTHER STUDIES;

AGYEI KOTOKU METHODIST BASIC

POST OFFICE BOX 7,

AGYEI KOTOKU

28th JULY,2019.

THE DIRECTOR GENERAL

P.BOX M45

GHANA EDUCATION SERVICE

ACCRA.

THROUGH;

THE REGIONAL DIRECTOR

GHANA EDUCATION SERVICE

P.O.BOX...

ACCRA-GREATER ACCRA

THE DISTRICT DIRECTOR
GHANA EDUCATION SERVICE
AGYEI KOTOKU SOUTH DISTRICT
P.O BOX 34
AGYEI KOTUKU

Dear Sir/Madam,

APPROVAL FOR FURTHER STUDIES

NAME:

STAFF ID:.....

RANK:

REG. NUMBER:

QUALIFICATION:

I humbly write to seek for your approval to further my education at NAME OF INSTITUTION, NAME OF CAMPUS through the SANDWICH/REGULAR/DISTANCE MODE. The course to be offered is a NAME OF COURSE.

The five/six/seven-semester course I wish to pursue takes place during TIME/SEASON. As a result, it would not affect instructional hours/ it would affect classes hours.

The course begins from DATE.

I have attached copies of my admission letter and other relevant documents.

Thank you and counting on your usual cooperation.

Yours faithfully,

.....

NAME

(TEL.NUMBER)

2. PROMOTION LETTER SAMPLE

YOUR ADDRESS

DATE

The Director

Ghana Education Service

Agyei Kotoku District

P.O Box

Agyei Kotoku

Dear Sir/ Madam,

APPLICATION PROMOTION LETTER SAMPLE

Name:

Staff ID

Reg. No

Rank:

Mobile:

I would like to apply for promotion from my rank of to..... .

I was upgraded to my last rank in 2017.

I would be grateful if you could give my letter the necessary consideration it deserves.

I have attached copies of my certificate and other relevant documents for your perusal.

I count on your usual cooperation.

Yours faithfully,

Signature

Full Name.

3. LETTER OF RESIGNATION

YOUR ADDRESS

THE DIRECTOR GENERAL

GHANA EDUCATION SERVICE

ACCRA.

THROUGH;

THE HEADTEACHER

AGYEI KOTOKU METH. JHS

P.O.BOX

THE DISTRICT DIRECTOR,

GHANA EDUCATION SERVICE

AGYEI KOTOKU DISTRICT.

THE REGIONAL DIRECTOR,

GHANA EDUCATION SERVICE

GREATER ACCRA REGION.

Dear Sir,

LETTER OF RESIGNATION

STAFF ID:

RANK:

I humbly write to resign from my position as a teacher in the Ghana Education Service effective DATE.

I am resigning on the grounds of personal reasons. I wish to express my profound gratitude to the Ghana Education for giving me the opportunity to render my selfless service to my dear country, Ghana.

Counting on your usual cooperation. Thank you.

Yours faithfully,

.....

FULL NAME

(TEL. NUMBER)

4. APPLICATION FOR UPGRADING TO NAME OF RANK

School Address/Your Address

District Address

Name :

Staff ID:

Reg No:

Email address:

Phone number :

Dear Sir / Madam,

APPLICATION FOR UPGRADING TO NAME OF RANK

I am a teacher of the above mentioned school and I have served for number of years in the teaching sector.

I have completed my first/second degree in Bachelor of name of course studied in the name of year which am due for upgrading from name of rank to name of rank.

I have attached copies of relevant documents to this letter.

I would be grateful if my request meets your kind consideration .

Thank You.

Yours Sincerely,

Signature

.....

Name

Number

5. NOTICE OF ADMISSION FOR FURTHER STUDIES

Your address

District address

Dear Madam,

NOTICE OF ADMISSION FOR FURTHER STUDIES

NAME:

STAFF ID:

REGD NO:

RANK:

I hereby wish to notify you that I have successfully gained admission into name of institution to pursue a degree programme leading to the award of a Bachelor of Education on regular/distance/sandwich mode. School reopens on the date.

I have attached a copy of my admission letter.

I count on your usual cooperation .

Thank you.

Yours faithfully

Signature

Mobile number

CC:

C/S-

The headteacher– name of school

ADMISSION NOTICE

6. APPLICATION OF AN ASSURANCE OF VACANCY

YOUR ADDRES

THE DISTRICT DIRECTOR

Ghana EDUCATION SERVICE

AGYEI KOTOKU DISTRICT

AGYEI KOTOKU

Dear Sir,

APPLICATION OF AN ASSURANCE OF VACANCY

NAME:

STAFF ID:

REG. No:

RANK:

MOBILE:

I would like to apply for an assurance of vacancy in your district. I am a professional teacher at name of school in the name of district and I have been at post since my first appointment in year as a/an name of subject teacher.

I hold qualification from the name of college/university of education and currently pursuing regular/sandwich/distance programme at the name of course at the name of institution (that's if you are on further studies).

My quest to get closer to my family as well as my arduous search for a new challenge and experience in the service has necessitated moving hence; my choice of your district is in the right direction. (Your reason may vary from this)

I would be grateful if you could assure me of a vacancy in your district.

I hope my application will meet your kindest consideration it deserves.

Attached copies of my certificate and other vital documents for perusal.

I am looking forward to hearing favorably from you soon.

Yours Faithfully,

Signature

Name

LETTER FOR ASSURANCE

7. LETTER FOR RELEASE

YOUR ADDRESS

THE DISTRICT DIRECTOR

GHANA EDUCATION SERVICE

AGYEI KOTOKU DISTRICT

AGYEI KOTOKU

Dear Sir,

APPLICATION FOR A RELEASE TRANSFER

NAME:

STAFF ID:

REG. No:

RANK:

MOBILE:

I am a teacher at name of school who has been in the District since my first appointment in year and would like to apply for a release transfer from your district to the name of new district you wish to be released to.

The release transfer has been necessitated due to the ill-health of my aged father who needs regular attention and care. My father who is aged and sick needs more attention and care and expects me to be at his beck and call. This has turned me into a temporary caregiver. (Your reason may differ)

I would therefore be more productive and effective teacher if my station is near to my family especially my sick and aged father who needs more attention and care than ever.

I have attached copies of my assurance letter and other vital documents for your perusal.

I count on your usual cooperation.

Yours Faithfully,

Signature

Name

LETTER FOR RELEASE