[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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