[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.

………………………