[YOUR ADDRESS HERE]

12TH MARCH, 2020

THE DIRECTOR

GHANA EDUCATION SERVICE

ACCRA METRO

ACCRA

**APPLICATION FOR MATERNITY LEAVE**

**NAME:**

**STAFF ID:**

**SSNIT NUMBER:**

**RANK:**

**PHONE NUMBER:**

I am a teacher at the above-mentioned school; I wish to apply for maternity leave to enable me take care of myself and the baby.

Attached to the letter is the maternity leave form which shows the day I delivered to certify my request.

Thank you.

Yours faithfully,

…………………………

**(JOHN DOE)**