

[YOUR ADDRESS HERE]

24<sup>TH</sup> SEPTEMBER, 2020.

THE DIRECTOR GENERAL  
GHANA EDUCATION SERVICE  
HEADQUARTERS  
P.O. BOX M. 45  
ACCRA

THRO'

THE REGIONAL DIRECTOR  
GHANA EDUCATION SERVICE  
ASHANTI REGION  
KUMASI

THRO'

THE DIRECTOR  
GHANA EDUCATION SERVICE  
ATWIMA NWABIAGYA NORTH DISTRICT  
BAREKESE

**RESIGNATION LETTER**

**NAME**

**RANK:**

**STAFF ID:**

**SSNIT:**

**CONTACT:**

Please accept this letter as a formal notice of resignation from the position as a Teacher at Adankwame Basic School.

Recently, I received a new job offer as an Immigration officer at the Ghana Immigration Service. After careful consideration, I have decided to accept this opportunity and will commence work with them soon.

I have enjoyed and appreciated my time with the education service and all the opportunities it has brought me.

Attached is a copy of my appointment letter for your perusal.

Thank you.

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