[YOUR ADDRESS HERE]

[DATE]

THE DIRECTOR

GHANA EDUCATION SERVICE

[DISTRICT ADDRESS]

Dear Madam / Sir

**LETTER OF ASSUMPTION**

I wish to inform you that (Insert your full name) from (College completed) has been given appointment into Ghana Education Service with effect from 4th January 2021 .

She has been posted to (School of post) in the (district or municipal) of (region).She/He reported to the school on (date of report)

Yours faithfully,

…………………………

Name of Headmaster

*(Headteacher)*

*Phone number*