Sir Peter NNNNNN Your address

P.O.BOX, 111111

Tema.

My Ref No. GES/HQ/HR/…………. (Enter the reference letter on the appointment letter)

The Director of Education,

Ghana Education Service,

P.O.Box 45,

Accra.

Dear Sir/Madam,

**LETTER OF ACCEPTANCE**

I accept the appointment offered in your letter dated ………………………………2022 with reference number ………………………………… into the Ghana Education Service to teach…………………………………….(enter your duty) and or any other duty I may be assigned ) at the ………………………………………………(name of school). District or metro – Region

I promise to abide by the rules and regulations governing all teachers in the Ghana Education Service and be a great asset to the Ghana Education Service.

Attach are all Original and photocopies of the necessary documents am required to submit.

Thank you.

Yours faithfully

Edit to sign …….

Your full Name