[YOUR ADDRESS HERE]

[DATE]

THE DIRECTOR GENERAL -HQ,

GHANA EDUCATION SERVICE,

P.O.BOX 45MB,

ACCRA.

THRO’

THE REGIONAL DIRECTOR,

GHANA EDUCATION SERVICE

**ENTER YOUR REGION**

TOWN

THRO’

THE DIRECTOR

ENTER YOUR DISTRICT NAME

TOWN

**APPLICATION FOR SALARY ADJUSTMENT**

NAME:

STAFF ID:

SSF NO.:

RANK:

BANK:

CONTACT:

I humbly write for salary adjustment, after a successful promotion examination from the rank of [ENTER PREVIOUS RANK] to [ENTER NEW RANK]

Attached are photocopies of my payslip, appointment letter and congratulations printout.

Thank you.

Yours faithfully,

………………………

Full name (number )