SEEKERSNEWSGH,

P. O. BOX 772,

CAPE COAST,

11TH MARCH, 2022

THE DIRECTOR GENERAL,

GHANA EDUCATION SERVICE GES ( HQ),

P. O. BOX M45,

ACCRA,

APPLICATION FOR MATERNITY LEAVE

I wish to apply for maternity leave to be able to cater for my newborn child. I apologize for any inconvenience my absence from school may cause.

Attached to this letter is the maternity leave form and my details.

Thank you.

**MANAGEMENT UNIT/SCHOOL:**

**STAFF ID:**

**RANK:**

Thank you.

Yours faithfully,

………………

**FULL NAME**

**(PHONE NUMBER)**

CC

REGIONAL DIRECTOR,

GHANA EDUCATION SERVICE(GES),

CENTRAL REGION

CAPE COAST.

CC

METRO DIRECTOR,

GHANA EDUCATION SERVICE (GES),

CAPE COAST METRO.