YOUR ADDRESS

THE DISTRICT DIRECTOR
Ghana EDUCATION SERVICE
AGYEI KOTOKU DISTRICT
AGYEI KOTOKU

Dear Sir,
APPLICATION OF AN ASSURANCE OF VACANCY

NAME:
STAFF ID:
REG. No:
RANK:
MOBILE:

I would like to apply for an assurance of vacancy in your district. I am a professional teacher at**name of school** in the**name of district** and I have been at post since my first appointment in **year** as **a/an name of subject** teacher.
I hold**qualification** from the **name of college/university of education** and currently pursuing**regular/sandwich/distance programme** at **the name of course** at the name of institution (that’s if you are on further studies).
My quest to get closer to my family as well as my arduous search for a new challenge and experience in the service has necessitated moving hence; my choice of your district is in the right direction.**(Your reason may vary from this)**I would be grateful if you could assure me of a vacancy in your district.
I hope my application will meet your kindest consideration it deserves.
Attached copies of my certificate and other vital documents for perusal.
I am looking forward to hearing favorably from you soon.

**Yours Faithfully,**

**Signature**
**Name**