The Library

AAMUSTED

P.O. BOX 1277

**Kumasi**

May 12, 2021

The Registrar

AAMUSTED

P.O. Box 1277

Kumasi

Dear Sir,

**ACCEPTANCE OF PROMOTION**

I refer to your letter dated May 7, 2021 and wish to indicate my acceptance of the promotion as **Principal Library Assistant** in the Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development.

The other terms and conditions of this offer contained in the ‘Unified Conditions of Service for Unionized Staff of the Public Universities of Ghana (2008)’.

Sir, I am grateful to the University Management for the honour given me, I promise to abide by the rules and regulations governing the University.

Thank you.

Yours Faithfully,

GLORIA MANU

Cc: Ag. Vice-Chancellor

Pro.-Vice-Chancellor

Ag. Director of Finance

Head, Human Resource

Head, Audit

The Library

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Yours Faithfully,

**Joyce Owusu Brefo**

Cc: Ag. Vice-Chancellor

Pro.-Vice-Chancellor

Ag. Director of Finance

Head, Human Resource

Head, Audit

The Library

AAMUSTED

P.O. BOX 1277

**Kumasi**

May 12, 2021

The Registrar

AAMUSTED

P.O. Box 1277

Kumasi

Dear Sir,

**APPLICATION FOR COMMUTED MILEAGE ALLOWANCE**

I have been promoted to Principal Library Assistant with effect from July 1,2021 and I wish to request for payment of commuted mileage allowance.

I reside at North Suntreso (House. No. S.A.8) in the Bantama constituency of the Ashanti Region.

I should therefore be very grateful if my application is approved.

Kindly find attached a copy of my promotion letter.

Yours Faithfully,

GLORIA MANU