{{SCHOOLNAME}}

{{ADDRESS}}

{{ADDRESSTOWN}}.

{{DATEONLETTER}}.

THE DISTRICT DIRECTOR

GHANA EDUCATION SERVICE

{{DISTRICT}}

{{TOWN}}.

**APPLICATION FOR MATERNITY LEAVE**

**{{NAME}}**

**STAFF ID: {{STAFFED}}**

**REGISTERED NO.: {{REGISTERNO}}**

I humbly write to request for maternity leave. I am a teacher at {{SCHOOLNAME}}.

This opportunity will enable me to give my newly born baby the necessary care it deserves.

I have attached copies of my delivery documents and other relevant documents for your perusal.

Thank you.

...........………………………

{{NAME}}

{{PHONE}}