

GHANA EDUCATION SERVICE

In case of reply the
number and date of this
letter should be quoted



ADA WEST DISTRICT EDUCATION OFFICE
PRIVATE MAIL BAG
SEGE

My Ref. No. GAR/AWD/RETIRE.20/VOL.1/06
Your Ref. No.

TEL: 055-542-7600
E-mail: gasawd@yahoo.com

REPUBLIC OF GHANA

20TH JANUARY, 2020

COMPULSORY RETIREMENT FROM THE GHANA EDUCATION SERVICE

NAME: MS. MATILDA A. AGLAGO

RANK: ASSISTANT DIRECTOR I

STAFF ID: 172821

REGD. NO: - 2653/83

I refer to the Regional Educational Directorate's letter with Reference No. *GES/GAR/HRMD/OL/2020/2* dated *8th January, 2020* on the above subject and wish to inform you of your retirement from the Ghana Education Service with effect from *8th November, 2020*.

You are therefore advised to submit the underlisted documents for the processing of your retirement through the District Director of Education to the Regional Director of Education for approval and subsequently to the nearest SSNIT Office.

1. *Three (3) Copies of Personal Application letter*
- ✓ 2. *Three (3) Copies of Personal record form duly completed and signed*
- ✓ 3. *Three (3) Copies of SSNIT Card*
4. *Three (3) Copies of Last Payslip*
- ✓ 5. *Three (3) Copies of Professional certificates*
6. *Three (3) Copies of Birth/Baptismal certificate*
- ✓ 7. *Three (3) Copies of Nomination Form*

However, should your date of retirement be in conflict with what is on your official document, please, contact the HRMD Unit for the necessary action to be taken immediately.

Please, take note that, your name will automatically go off the payroll when your date is due.

We wish you a stress free retirement in advance.

Cynthia W. A. Gbadago (Ms.)
Director of Education
Ada West, Sege

Ms. Matilda A. Aglago
Koni D/A Primary School
Ada West