

GHANA EDUCATION SERVICE
BEREKUM MUNICIPAL EDUCATION DIRECTORATE

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



Republic of Ghana

Post Office Box 67,
Berekum, B/A
Ghana, West Africa

Our Ref: GES/BME/23/V.7/51

Date: 14th March, 2025

LETTER OF INTRODUCTION
MR. MICHAEL ADU (STAFF ID. 156596)
(SSNIT NO. G056504170012)

This is to introduce to you Mr. Michael Adu who retired from the Ghana Education Service on 1st April, 2025.

He was appointed as a teacher on 1st September, 1991 and retired compulsorily from the Ghana Education Service on 1st April, 2025.

I would be very grateful if he is given the necessary assistance to enable him access his retirement benefits.

Please, kindly channel all payments of his pension benefits through his account on the Bank Details Request Form for SSINT claimant.

Attached are the necessary relevant documents.

1. Bank Details Request Form
2. SSINT Biometric Card

Thank you.

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DAVID OWUSU-ANSAH (MR.)
MUNICIPAL DIRECTOR, BEREKUM

THE MANAGER
SSNIT
P.O. BOX 411
SUNYANI

CC: The Director General, GES, Accra
The Regional Director, GES, Sunyani

GLICO Pension Scheme

National Association of Graduate Teachers
Berekum

Mr. Michael Adu
Municipal Education Office
P. O. Box 67
Berekum
(0244079106)