

Official Recall Communication

Date: [Insert Date]

To: [Staff Member's Name]

From: [Consulate General/Embassy Name]

Subject: Recall Notification

Dear [Staff Member's Name],

We hope this message finds you well. We are writing to inform you that due to [reason for recall - e.g., "operational requirements", "changes in administrative policies"], you are hereby officially recalled from your current post in [Location].

Your contributions have been invaluable, and we appreciate the hard work that you have put forth during your tenure. Please ensure that you complete all outstanding assignments and hand over any necessary documents to your supervisor.

We request that you make arrangements to return to [Home Country/Location] by [insert date]. Your travel expenses will be covered as per the established policies.

If you have any questions or require further assistance during this transition, please do not hesitate to contact us.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Consulate General/Embassy Name]

[Contact Information]