

Diplomatic Reassignment Notice

Date: [Insert Date]

To: [Diplomat's Name]

Position: [Current Position]

Embassy/Consulate: [Current Embassy/Consulate]

Dear [Diplomat's Name],

We wish to inform you of your reassignment effective [Reassignment Date]. You have been selected for the position of [New Position] at [New Embassy/Consulate Location].

This decision reflects your exemplary service and dedication to our mission. We are confident that your skills and experience will greatly contribute to your new role.

Please ensure that all transitional duties are completed by [Transition Deadline]. Should you have any questions regarding the reassignment process, feel free to reach out to [Contact Person's Name] at [Contact Information].

Thank you for your continued service and commitment.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]