

Date: [Insert Date]

[Your Name]
[Your Position]
[Diplomatic Mission Name]
[Mission Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. This letter serves to formally notify you of the recall of [Staff Member's Name], who has been serving as [Staff Member's Position] at [Diplomatic Mission Name]. Their recall is effective as of [Effective Date].

The decision for this recall was made in accordance with the standard procedures of our organization, and we appreciate the contributions that [Staff Member's Name] has made during their tenure with us.

Please ensure that all necessary arrangements are made for their departure, and do not hesitate to reach out if you require further information or assistance during this transition.

Thank you for your understanding and support in this matter.

Sincerely,
[Your Name]
[Your Position]
[Diplomatic Mission Name]