

Recall Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Department/Organization]

[Address]

[City, State, Zip Code]

[Recipient Name]

[Title]

[Department/Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Recall from Foreign Service

I am writing to formally notify you of your recall from your current posting in [Location]. This decision has been made in accordance with [relevant policies or reasons for recall]. Your new assignment will commence as of [Effective Date] and will take place in [New Location/Office/Department].

Please ensure that all outstanding matters and responsibilities are concluded by [Deadline for Conclusion]. We appreciate your service and dedication during your tenure in [Location].

Should you have any questions or require further assistance regarding this recall, please do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Department/Organization]