

Official Notice

Date: [Insert Date]

To: [Insert Diplomat's Name]

Position: [Insert Diplomat's Position]

Embassy of [Insert Country]

Address: [Insert Embassy Address]

Dear [Insert Diplomat's Name],

This letter serves as an official notice regarding your recall from your position as [Insert Position] at the Embassy of [Insert Country]. After careful consideration, the [Insert Relevant Department or Authority] has decided to initiate your recall, effective immediately.

You are requested to return to [Insert Home Country or Relevant Location] by [Insert Deadline]. Please ensure that all final reports and necessary documentation are completed and submitted prior to your departure.

We appreciate your service and contributions during your tenure and wish you the best in your future endeavors.

Sincerely,

[Insert Name]

[Insert Position]

[Insert Department]

[Insert Contact Information]