

Official Recall Notification

Date: [Insert Date]

To: [Diplomat's Name]

Position: [Diplomat's Position]

Embassy/Consulate: [Embassy/Consulate Name]

Dear [Diplomat's Name],

We hope this message finds you well. This letter serves to formally notify you of your immediate recall from your post at the [Embassy/Consulate Name] in [Country Name]. This decision has been made in accordance with the strategic interests and operational needs of our diplomatic mission.

We kindly request that you conclude your current assignments and make preparations for your return by [Insert Return Date]. Please ensure that all official documents and sensitive information are appropriately secured before your departure.

Should you have any questions or require further assistance during this transition, please do not hesitate to contact [Insert Contact Person] at [Insert Contact Information].

Thank you for your service and dedication during your tenure at [Embassy/Consulate Name]. We look forward to your safe return and future contributions to our diplomatic efforts.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]