

To The President
Through The Headmaster
My High School
Address of School

Sub: Prayer for Release Order

Respected Sir/Madam

With due respect I, _____ an Assistant Teacher of your school, inform you that I have received transfer ordered Memo No. _____ dated __/__/__ from WBBSE on recommendation from WBCSSC Memo No. _____ Dated __/__/__ in which I am requested to join new school [ABC HIGH SCHOOL] within ____ days from the date of receipt of said WBBSE order on account of General Transfer.

I therefore pray to you release me from the post of Assistant Teacher, as early as possible, so that I can join the new school. I shall be highly obliged if you kindly grant my prayer and take necessary steps. Thanking you in advance.

Place: _____
Date: __/__/__

[_____] Address of Employee