

My High School

Affiliated to WBBSE and WBCHE
Address of School

Memo No : _____

Date: __/__/____

RELEASE ORDER

This is to certify that Mr./Mrs _____, of this school is hereby released from this school today __/__/____ at 4:30 PM from the Post of Assistant Teacher as he/She has been transferred to ABC HIGH SCHOOL on General Transfer Ground as per order vide memo no. _____ dated __/__/____ issued by the President of WBBSE, against the recommendation vide memo no. _____ dated __/__/____ of WBCSSC along with MC Resolution meeting no. _____ dated __/__/____.

It is mentioned that thereafter he has no responsibility in this school. Besides I have no objection against him. I wish him all the best.

Signature with full name and official seal
of the Headmaster
My High School