**[Company Name]  
[Address: City, STATE, Zip]**

**Date:**

To Whom It May Concern

**Re. Release Letter of Mr. Joe Stephen from the designation of Manager YCT with reference to Transfer Notice no. 340-C-09234.**

This letter is to serve as a release letter.

I am Walden Melbourne from the department of Administration and House Management currently working as a Human Resources Supervisor/Consolidation Officer. I am drafting this letter to approve the release of Mr. Joe Stephen who is had been working on the post of Manager YCT (ST-19) in the department of YSTE Control Tasking.

Joe has been working here since 2005. Firstly, he joined as an Assistant Manager YCT (ST-17) and then he was promoted to the designation of Manager YCT (ST-18) on 13th May 2010. He was promoted from ST-18 to ST-19 on 18th November 2018. Now he has been transferred to the Head Office Branch VX of Hazelton Town, CA while staying in the same sector of ST-19. He has been transferred by the PCDS of the Federal Board of CAMCS on 17th March 20XX.

Joe is adroit and proficient in the field of YCT management and has ample experience in the same field. He has been serving in this company for sixteen years and acquired all the relevant experience, training, and aimed well in the forte and discipline of YCT.

He is a good-natured industrious and efficient worker. He is skillful in good communication and has built and developed quick problem-solving skills. He has been an asset to our company and has yielded the company into an institution.

On the official grounds, Joe has been relieved from his designation and permitted to join the head office branch VX of the ALM Groups and Co. effective from 20th March 2021. For more, you can contact our General Manager at [email] or call us at +[X]. Thank you.

Regards

Walden Melbourne  
HR Supervisor/Consolidation Officer  
Department of Administration and House Management  
ALM Groups and Co.  
G-901, David Copperfield Station Road  
San Diego, CA, USA