

Date:

To Whom It May Be Concern

Sir / Madam,

RE: RELEASE LETTER

Regarding to the above matter

We, (Company Name) had released (two) our workers name as per detail below:

The detail of this worker is as per detail below:

- 1) (NAME) – (PASSPORT NO)
- 2) (NAME) – (PASSPORT NO)

This worker back to vacation at (Country) for (duration) and will come back to Malaysia on (date comeback).

Please do not hesitate to contact us for any confirmation for this matter. Our contact number is (PIC NO).

Thank you.

Sincerely

.....
(HOD/MANGER NAME)
(POSITION)