

**Form VIII**

My No :- .....

Ministry/ Department/ Provincial Council :- .....

Date :- .....

Mr/Mrs/Miss .....

Post:- .....

Through .....

Through .....

**Releasing from Service on Annual Transfers**

It is kindly informed that the above mentioned officer is hereby released from ..... (Date of release) enabling him/ her to report for duty at ..... (New service station) on the annual transfer order of Sri Lanka Administrative Service in year ..... (Year)

.....

Signature and the Official Stamp  
of the Head of the Institution

Copies: Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government.