

EARLY RETIREMENT

- “Early retirement” refers to retirement before mandatory age defined by staff regulation **9.2**.
- It is an option open to staff members who are 55 or older, when they wish to separate from service and claim an “early retirement benefit” from the UNJSPF.
- Technically, it is a **resignation**, which the staff member is required to submit in writing. See [Guidelines for Resignation](#).
- However, a letter of appreciation should be sent to a staff member electing to take early retirement, as is done for staff members who separate when reaching the mandatory retirement age.

Steps to be taken by responsible office (Executive/Administrative Office at Headquarters, FALD/DPKO for mission staff, Local Personnel Office at Offices away from Headquarters)

- Prepares letter of appreciation for the staff member. The letter should highlight the most significant stages of a staff member’s career and any personal attributes and qualities such as competence, creativity, devotion to the Office, mission assignments, inter alia.
- Letter will be signed by:
 - The Secretary-General for staff members who have served for 20 years or more;

✧ **Letters of appreciation for the signature of the Secretary-General should be forwarded by the Executive/Administrative Officer or local Personnel Officer to the OHRM Cluster dealing with the department or office concerned.**

- The Under-Secretary-General of the Department or Head of Office for staff members with less than 20 years of service.
- Responsible office follows [Guidelines for Resignation](#) and [Guidelines for separation from service – general procedures](#).