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**Acceptance of agreed termination**

In accepting an agreed termination, I agree to the following:

1. I will not contest the Secretary-General’s decision to terminate my *select appropriate appointment type* appointment under the provisions of Staff Regulation 9.3 (a)(vi), effective *dd/mm/yyyy* c.o.b, or any decision related to this action;

2. I will be paid termination indemnity for *specify number of months/weeks* as provided in Annex III (a) to the Staff Regulations.[[1]](#footnote-2);

3. *Select the option that applies*[[2]](#footnote-3)

4. I agree to comply with the effective date of termination and to separate from service with the Organization effective *dd/mm/yyyy* c.o.b, and that, upon separation from service, the Organization has no further obligations, financial or otherwise, in relation to this agreed termination. I will be paid my separation payments in full in accordance with the terms and conditions of my appointment under the Staff Regulations and Rules and the final amounts will be calculated and confirmed upon separation;

5. I will remain responsible for extinguishing my indebtedness, if any, to the Organization upon my separation from service with the Organization;

6. I agree to withdraw all claims and appeals I may have pending against the Organization, and I will make no further claims or appeals against the Organization arising from my terms of appointment or separation from service with the Organization. In addition, I acknowledge that as at the date of this agreed termination, I have no further claims against the Organization;

7. Following my separation from service with the Organization, I am not eligible for employment as a staff member, engagement as a consultant or individual contractor, or engagement in any other capacity in any organization participating in the United Nations common system of salaries and allowances before the expiration of the period of *specify number of months/weeks* for which the payment has been made of a termination indemnity, an additional termination indemnity and/or compensation in lieu of notice;

8. I have decided to accept the termination of my *select appropriate appointment type* appointment under the above terms and conditions, and I acknowledge that the Organization has agreed to make the payments set forth above in reliance upon the above statements and undertakings.

|  |  |
| --- | --- |
| Name of Staff Member |  |
| Index No. |  |
| Signature |  |
| Date | *dd/mm/yyyy* |

SEP.1 E (11-24)

1. [↑](#footnote-ref-2)
2. The amount of the agreed termination may be adjusted subject to final payroll audit upon separation from service. Compensation in lieu of notice is payable only in extraordinary circumstances where no other option is available but to pay compensation in lieu of notice, i.e. instances of abolition of post or reduction of staff resulting in non-availability of post funding to payroll the staff member for the duration of the required notice period. [↑](#footnote-ref-3)