

SEPARATION FROM SERVICE - RESIGNATION

Resignation is a separation initiated by a staff member. Staff members may resign at any time, giving the statutory notice period. The agreement of the Organization is required if a staff member proposes to resign with a notice period shorter or longer than the statutory period.

Staff member:

- Submits resignation in writing as follows:
 - **Under-Secretary-General and Assistant Secretary-General:**
 - to: Secretary-General
 - cc: Head of Office
 - cc: Executive/administrative Officer
 - cc: Human Resources Officer
 - **Director at the D-2 level, Professional staff up to D-1 level at Headquarters. Offices Away from Headquarters and general services and related categories staff stationed in New York:**
 - to: Head of Office
 - cc: Supervisor
 - cc: Executive/Administrative Officer
 - cc: Human Resources Officer
 - **Professional staff holding appointment of limited duration (LD) and Field service staff:**
 - to: Chief Personnel Management and Support Service, FALD/DPKO
 - cc: Head of Mission
 - cc: Chief Administrative Office
 - cc: Supervisor
 - **Local staff in Regional Commissions and local staff in special missions:**
 - to: Chief Administrative Office
 - cc: Supervisor
 - cc: Chief Personnel

☞ As specified in Letter of Appointment, required written notice of resignation is:

- One week for local short-term staff.
- Two weeks for non-local short-term staff.
- 30 days for fixed-term and LD staff.
- Three months for permanent staff.

☞ Letter of resignation should indicate date of the staff member's resignation.

☞ Acceptance of the resignation should always confirm effective date and be conveyed to staff member in writing.

☞ A copy of the letter of resignation and the acceptance should be forwarded to the Officer responsible to prepare the separation papers.

Steps to be taken by responsible office:(Executive/Administrative Office at Headquarters, FALD/DPKO or local Personnel Office for mission staff and local office of Personnel at Offices Away from Headquarters).

- Prepares letter of acceptance of resignation for the signature of the appropriate official.
- Follows [Guidelines - separation from service – general procedures](#).