**From: ………………………………………………………**

**Reference: ………………………………………………………**

**Date: ………………………………………………………**

**Subject: RESIGNATION FROM THE PUBLIC SERVICE.**

1. **Full Name and Post of Officer:………………………………………………………..................**
2. **Date of Application:……………………………………………………………………………….**
3. **Effective Date of Resignation:…………………………………………………………………….**
4. **Is the Officer currently on leave?** (*Please delete where applicable*)**Yes/No**

*(If Yes please indicate the type of leave and the expected date of resumption of duty)*

1. **Total Number of earned leave entitlements:…………………………………….................**
2. **Has the required notification period been fulfilled?**(*Please delete where applicable*)**Yes/No**

*(20 working days for all government employees)*

**If No, what is the period of shortfall? …………… How will the shortfall be regularized?**

(*Please select with a tick (√) & specify where applicable*)

* + **Compensation from earned leave entitlement**
  + **Reimbursement of salary equivalent for the period of shortfall** *(To be paid directly to the Ministry of Finance, attach receipt).*
    1. **Any other comments?**

**Recommendations**:

1. That the resignation of Mr/Mrs/Miss …………………………….. (post) ………………..………

OfficeMinistry of ……………………………….. from the Public Service be accepted with effect from…………………………..;

2. That she/he be paid in one lump sum her/his salary equivalent for any period of earned leave days;

3. That she/he submits her/his claims for leaving service benefits to the Retirement Fund Board.

**Prepared by: ………………………………………………………….**

**Signature: ………………………………………………………….**

**For: ………………………………………………………….**

**(Designation of Chief Executive Officer (CEO))**

**Please ensure that the following documents are attached:**

* Letter of Application for resignation from the Public Service
* Exit Interview Form
* If applicable, Ministry of Finance receipt for reimbursement of shortfall

**Public Service Commission Office Use ONLY**

**Responsible Officer:……………………………………………….**

**Recommendation:**

⁯ All in order, submit for PSC Decision.

⁯ Not in order, return to Ministry.

**PSC Comments:**