

Resignation



Accept your volunteer's resignation in Unified Volunteering Platform

If your volunteer resigns during their assignment, there are steps you need to take to formalize the end of their contract. Here's how to end the assignment early.



Accept (or reject) your volunteer's resignation in UVP

Act on notification sent by UNV to accept your UN Volunteer's resignation in [UVP](#).

Your volunteer may leave 30 calendar days after submitting their resignation. It is the minimum notice period. They may however declare their resignation any time before their notice period starts.

Advise your UN Volunteer that they'll forfeit your exit lump sum allowance in full or parts if they have failed to provide due notice.

Once you [approve their resignation online](#), follow standard procedure for expiry of contract - stated below

Encourage them to take accrued annual leave, perhaps in the last days/weeks before the assignment ends. Unused leave will be forfeited.



Organize handover, closing reports and admin

Ask for handover notes from your volunteer, who can delegate unfinished tasks and information to the right person.

Complete your task in [Unified Volunteering Platform \(UVP\)](#) - review the final clearance checklist. Payment of final entitlements depends on your host organization and UNDP approving the final checklist online clearing all outstanding obligations (financial or otherwise).

Remind the volunteer to complete our [Volunteer Reporting Application \(VRA\)](#). Final entitlements can only be made upon submission of report online.

Arrange an [exit interview](#) or final performance appraisal to ask about your volunteer's experience at work. Take ideas from their honest feedback to improve processes and productivity at work.

Recognize and reflect on your volunteer's contribution and skills developed through the assignment. Take time to answer questions and grievances. Respecting and appreciating your volunteer now, as you always have, could mean they always champion your organization.

Reassure your volunteer that their final entitlements will be paid into their bank account when the final clearance checklist is approved, at the end of the assignment.



Say your fond farewells

Let your team and stakeholders know your volunteer's leaving.

Write a reference letter acknowledging your volunteer's contributions and commitment, including new skills and abilities learned during the assignment.

Organize a leaving party for your volunteer to help them move on successfully, feeling that they've made a difference and grown under your supervision. Your team will also appreciate this chance to say their goodbyes.