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### **Resignation from the Public Service**

Permanent Secretaries, Heads of Department and Chief Executive Officers are being reminded of the importance of letters of resignation upon exit of public officers from the Public Service and the formal acceptance of the resignation by the employer. The information below provides guidance for the Human Resource Officers and other public officers:-

1. **Chapter 14.8** of the Staff Orders for the Public Service, 2004, indicates that resignation is a voluntary action for which the officer should give notice. The Section states: “*Officers may decide to leave the public service on a voluntary basis and tender their resignation. In such cases, notice should be given in keeping with the terms of appointment.*”
2. A resignation letter should contain the following:
  - a) Date of the letter
  - b) Addressed to the Head of the Entity/Human Resource Officer
  - c) The employee’s post (Optional)
  - d) The effective date of resignation
  - e) The employee’s name and signature

The officer may wish to include any other comments/information in the letter.

3. An officer may submit a typed or handwritten letter of resignation with his/her original signature.
4. Whilst resignation by email is not encouraged, an employee may submit a scanned, signed letter of resignation by email. **However, the email must be immediately followed by the original signed document for formal acceptance.**
5. Resignation should take effect the (calendar) day. following the last day of work or end of vacation leave or any other leave, whether it is a weekday, weekend or public holiday.
6. Under normal circumstances, an officer should endeavour to submit the letter of resignation at least two (2) weeks/one (1) month, before the date on which the resignation would become effective following the terms and conditions of his/her employment/appointment.
7. An officer should follow up to ensure that his/her letter of resignation has been received by the Human Resource (HR) Department.

### **Summary Dismissal**

8. Failure to submit a letter of resignation may lead to the Ministry/Department/Agency taking action of summary dismissal in keeping with the provisions of Regulation 37(4) of the Public Service Regulations, 1961, against the officer on the ground of being absent from work without permission for five (5) or more consecutive working days.
9. Summary dismissal has the effect of disqualification of pension benefits where the officer had so qualified, that is, the ineligibility for/forfeiture of deferred pension benefits under the Pensions (Public Service) Act, 2017. Summary dismissal may result in incomplete service records and possible loss of other benefits.

### **Application for Deferred Pension**

10. The letter of resignation, along with the acceptance letter from the employer, are important for the processing of any application for deferred pension benefits; if the officer was vested (qualified for a pension) at the time of his/her resignation from the Public Service.
11. Absences of officers which are not being immediately addressed and recorded, result in gaps when there is an application for a deferred pension. Steps should be taken to ensure that absences are properly accounted for via the appropriate database/register.

### **Records Management (Acceptance of Resignation Letter)**

12. The HR Department has a responsibility to place the original signed letter of resignation on the officer's personal file, along with a copy of the letter of acceptance of the resignation. The original letter of acceptance should be addressed to the officer with the following information:
  - a) The correct name of the officer including middle initial, if any;
  - b) The officer's substantive post at the time of the resignation;
  - c) The Ministry/Department/Agency to which the officer is employed;
  - d) The effective date of the resignation;
  - e) Any vacation leave eligibility to his/her credit;
  - f) Whether there is any indebtedness to the Government;
  - g) The signature of the Head of Entity or authorised officer.

The letter should be copied to all the relevant authorities, e.g. Accountant General's Department, Ministry of Finance and the Public Service, Office of the Services Commissions, and any other relevant entity;

13. The HR Department is encouraged to bear in mind that timeliness in completing this process on the part of both the employee and the employer is important. Where there is an extended delay due to the auditing of the personal file this should not prevent the acceptance of the resignation and a follow up letter regarding leave eligibility and indebtedness, if any, should be sent to the officer.

### **Exit Interviews**

14. Chapter 14.9 of the Staff Orders for the Public Service, 2004, makes recommendation for an Exit Interview to be done and states "*Where an officer leaves, or is about to leave the public service for any reason, an exit interview should be conducted by the appropriate authority within the Ministry or Department.*"

**This Circular is applicable to all Ministries, Department and Executive Agencies and should be brought to the attention of all officers and placed on the Notice Board and the Intranet.**



Jacqueline Mendez (Mrs.), JP  
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