

Reference No: E109/21/83; **Date:** 06/07/83

06/07/1983 LP:- Notice of retirement or resignation

Dear Personnel Officer

In order to ensure uniformity of procedure the Minister for the Public Service wishes the following guidelines to be brought to the attention of staff who could, on retirement or resignation, qualify for the payment, now or in the future, of a civil service pension and lump sum or marriage gratuity:

- 1 A formal notification of retirement or resignation must be submitted
- 2 The resignation or retirement must be unconditional
- 3 The last day of service must be clearly indicated
- 4 The notification must reach the Personnel Unit at least three clear working days before the last day of service
- 5 A notification may not be withdrawn on or after the date indicated as the last day of service.

Apart from the guidelines, you may wish to draw the attention of staff to the desirability, in general, of giving as much advance notice as possible of retirement or resignation so that management may have adequate time to consider and decide upon any consequent staff changes.

It should be noted that the Minimum Notice and Terms of Employment Act, 1973 requires not less than one week's notice from unestablished employees covered by this letter.

Yours sincerely,
Seamus Ó Cíosáin