**DEPARTMENTAL/AGENCY NO-OBJECTION/CLEARANCE/RECOMMENDATION FOR VOLUNTARY REGSIGNATION**

Mr/Ms./Dasho......................................................, a regular civil servant bearing EID No.……………………., serving as ………………………………….. (Position Title) in………………………….............(Office Name), is hereby provided clearance for his/her voluntary resignation ……………………………………………………………….. (reason for resignation).

Accordingly, I hereby recommend and undertake the following:

1. S/he does not have any financial/administrative liabilities/dues to the Royal Government of Bhutan.
2. His/her resignation will not affect the work and the Annual Performance Agreement (APA) of the Divisions/Department in absence of immediate replacement;

|  |  |
| --- | --- |
|  |  |
| ***Place:*** | (Division Chief) |
| ***Date:*** | Name & Office Address/Official Seal |
|  |  |
| ***Place:***  |  (Department Head) |
| ***Date:*** |  Name & Office Address/Official Seal |

***Caution: This is an important legal document and therefore, should be executed after clearly understanding all the responsibilities, liabilities and implications.***