**Certificate of Service**

1. Any UNDP staff member governed by the UN Staff Regulations and Staff Rules who submits a request in writing when leaving the service of UNDP is provided a statement relating to the nature of his/her duties and length of service. Upon the staff member's written request, the statement can also refer to the quality of his/her work and official conduct.

1. Such certificates are distinct from reference checks and responses to inquiries from prospective future employers or from other organizations of the United Nations common system. The respective senior manager of the unit/office in which the staff member was last assigned must sign the certificates. For international professionals, the certificate is issued by GSSC/BES.

**Applicability**

1. All UNDP staff members governed by the UN Staff Regulations and Staff Rules. For holders of Service Contracts and Individual Contracts, please refer to the respective policies that govern these contractual modalities.