

Expiry of Contract

By the end of today, your new volunteer will feel welcomed, well briefed on your expectations and ready to start the assignment. Click on each block below to see suggested activities.



Intended expiration

Without an official extension or new assignment, your volunteer's contract will cease on the original end of contract date.

Recognise the UN Volunteer's development and turn a sad goodbye into a positive celebration of what you achieved together.



Confirm your volunteer's final day

Look out for our email, two months before your volunteer's last day, reminding you of the agreed end date.

Give your volunteer advance notice that their contract won't be extended and start planning their exit strategy.

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.

Remind the volunteer to complete our [Volunteer Reporting Application \(VRA\)](#). Payment of final entitlements depend on timely completion prior to contract end date.

Support volunteer to complete the [final clearance checklist](#). We are unable to authorize return travel and pay final entitlements until we receive the form, signed by your organization, clearing all outstanding obligations (financial or otherwise).

Account for UN assets, especially multi-user equipment, in your volunteer's name.

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

Consider running a survey to track patterns and trends over time.

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 (repatriation travel, shipping for personal belongings, resettlement allowance) will be paid into their bank account when the [final clearance checklist](#) is approved, at the end of the assignment.

Send your volunteer's final [clearance checklist](#) by email to 'support@unv.org', well before their last day.



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.