

## RECUSAL - SEEKING EMPLOYMENT

TO: Mission Area Ethics Advisor

THROUGH: Supervisors (First and Second Level)  
Area/Agency Ethics Advisor/Liaison

FROM: Employee, Position Title

SUBJECT: Disqualification from Participation in Matters Involving  
(NAME OF ORGANIZATION)

This is to notify you that I am seeking employment with *(Name of organization)*. *(Since this document should have been initiated as soon as negotiations began, explain when negotiations started and state your relationship with the outside organization during the negotiation period, provide detailed information regarding your official duties that impact this organization).*

I have been advised that arrangements for future employment with this outside organization may present an actual or appearance of a conflict of interest; therefore, I must disqualify myself from any official duty activities that involve the above organization. I understand that under Federal law I may not participate personally and substantially as a government employee in any matters regarding the above organization in any dealings they may have with the Federal Government. Furthermore, I understand that, it would be appropriate to have any matters specifically involving the above named organization referred to my supervisor, without consulting me or informing me that such matters are pending. This action is taken with the concurrence of my first and second level supervisor as indicated above.

I understand seeking employment constitutes a financial interest covered by 18 U.S.C. § 208. If employment negotiations result in an employment agreement, I would be required to obtain a waiver of this criminal statute to act officially involving this entity.

I understand that this recusal will remain in effect until my employment begins or I or the potential employer rejects the possibility of employment. I believe that the steps I have outlined above will serve to assure that no conflict of interest or appearance will arise between my personal financial interests on the one hand, and the duties I perform as an employee of *(Agency)*.

I also understand that I must immediately inform the Area/Mission Area Ethics Advisor regarding the status of these employment negotiations *(e.g., final offer/no offer)* and I must receive prior approval to act officially regarding this entity, subject to a period of disqualification if determined appropriate.

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Employee Signature

Date