

SAMPLE RECUSAL LETTER - Nepotism

Date:

To: [SUPERVISOR], [AGENCY ETHICS COUNSELOR] and the DC Board of Ethics and Government Accountability

From: [EMPLOYEE]

Subject: Recusal – [MATTER]

This is to notify you that [INDIVIDUAL] is my relative, and since the District's ethics rules prohibit nepotism, I understand that I may not participate in any way, as an District government employee, in any hiring or personnel decisions regarding [INDIVIDUAL].

[INSERT DETAILED DESCRIPTION OF THE FAMILIAL RELATIONSHIP, YOUR JOB AND AGENCY AND YOUR RELATIVES (POTENTIAL)/JOB AND AGENCY]

I am recusing myself and, as a result, will take no action regarding said matter described above.

By copy of this memorandum, I am requesting that [EMPLOYEE'S SUPERVISOR] and/or [AGENCY HEAD] remove [INDIVIDUAL] from my chain of command and create a plan that ensures that [INDIVIDUAL] and I do not work together.

I understand that this recusal will remain in effect until I inform you in writing that [INDIVIDUAL] or I has left the agency.

[INSERT CONTACT INFORMATION AND SIGN]