

Sample format and language for a recusal statement when negotiating for outside employment.

**Recusal Statement for**

**(Name)**

**(Title)**

I would like to enter into employment negotiations with the (name of potential employer). To avoid conflicts of interest or the appearance of partiality, I hereby recuse myself from any involvement as (Title), in any particular matters pertaining to the (name of potential employer). This recusal applies to particular matters involving a specific party or parties and extends to general rulemaking, general legislation or general policy issues on which I may work.

This recusal will remain in effect until:

- a) Immediately after negotiations are concluded, if I do not accept an offer of employment;
- b) I leave the Department, if I accept an offer of employment; or
- c) 60 days after my last conversation with the (name of potential employer) if it did not result in a job offer or an agreement to continue negotiations.

I hereby designate \_\_\_\_\_ to screen me from and reach resolution for those matters covered by this recusal.

\_\_\_\_\_  
(Name)

(Title)

\_\_\_\_\_  
(Date)