

ES - 74  
(02/05)

## Public Utilities Operator Resignation Letter

**To:** West Virginia Bureau for Public Health  
Certification and Training Unit  
Capitol & Washington Streets  
1 Davis Square, Suite 200  
Charleston, WV25301-1798

**From:** \_\_\_\_\_  
(Operator who is resigning)

**Date:** \_\_\_\_\_  
(Today's Date)

**Subject: Resignation from Operations**

I hereby tender my resignation from (check one or both) \_\_\_\_\_ Water Treatment Operations  
at \_\_\_\_\_  
\_\_\_\_\_ Wastewater Treatment Operations

**Check One Below:**

\_\_\_\_\_ In accordance with West Virginia Bureau for Public Health (WVBPH) rules I am providing my  
thirty (30) day notice of resignation, effective 30 days from the **date received**.

\_\_\_\_\_ Pursuant to WVBPH rules, I hereby resign and provide less than the required thirty (30) days of  
notice. I will only be required to provide \_\_\_\_\_ days notice to my supervisor/principal board  
member, etc..., whose signature is also provided below. We both agree that this is in the best interest  
of all involved. **(Checking this space requires the supervisor's signature)**  
**Complete and return a new application form if you will be employed in operations  
somewhere else in WV.**

\_\_\_\_\_  
(Signature of operator resigning)                      \_\_\_\_\_  
(Signature of operator's Supervisor)

\*\*\*\*\*

**For WVBPH review**

**Date received:** \_\_\_\_\_ **Date reviewed** \_\_\_\_\_

**Resignation is hereby:** \_\_\_\_\_ **Accepted**

\_\_\_\_\_ **Denied**

\_\_\_\_\_  
Signature of reviewing authority

**Reason(s) for denial:** \_\_\_\_\_

\_\_\_\_\_