

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: _____
