



**BPH Template**  
***Acknowledgement of Employee Resignation and/or Intent to Retire***

**[Your Name]**

**[Title]**

**[Office or Center]**

**[Division]**

West Virginia Bureau for Public Health

350 Capitol Street

Charleston, WV 25301

**[Insert Date]**

**[Recipient Name]**

**[Street Address]**

**[City, ST ZIP Code]**

Dear **[Recipient Name]**:

This is to acknowledge receipt of your resignation letter, effective **[Date]**. Your last day in the office is **[Date]**. You are ***required to*** contact Human Resources to schedule an Exit Interview, review remaining annual and sick leave, and receive your final paycheck.

Thank you for the contributions you have made during your employment at **[Office/Division]**.

Sincerely,

**[Your Name]**

**[Title]**

Cc: HR Representative