

# Request for Employment Exemption

Date: \_\_\_\_\_

**VIA ELECTRONIC MAIL** ([kimberly.b.weber@wv.gov](mailto:kimberly.b.weber@wv.gov))

Kimberly B. Weber, Executive Director  
West Virginia Ethics Commission  
210 Brooks Street, Suite 300  
Charleston, WV 25301

Dear Ms. Weber:

Please consider this as my request for an employment exemption pursuant to the Ethics Act, W.Va. Code § 6B-2-5(h), and related Legislative Rule, Title 158, Series 11, Employment Exemptions.

1. The name, address and phone number of the governmental agency by which I am employed:

\_\_\_\_\_  
\_\_\_\_\_

2. My job title:

\_\_\_\_\_

3. Name, address, and email of my immediate supervisor:

\_\_\_\_\_

Email: \_\_\_\_\_

4. I cannot terminate my current governmental employment **before** I seek employment with persons or vendors regulated by me or a subordinate during the past 12 months because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If a temporary exemption is granted, I will provide a copy of it to my immediate supervisor within two business days after I receive it.

Sincerely,

(Put your signature here)

Print or type your name: \_\_\_\_\_

Print or type your email: \_\_\_\_\_