

ANNEX B: EEOC Reports Transmittal Memorandum

TO: Elisabeth Arthur, HR Assistant Director
WV Division of Personnel
Elisabeth.A.Arthur@wv.gov

FROM: _____
Name of Reporting Agency

Function Number from Annex A

DATE: _____

Submitted herewith is the completed Equal Employment Opportunity Report, EEO-4.

Type Name and Title of Person Submitting Report

Signature

Phone Number

INSTRUCTIONS: Send original ANNEX B (Transmittal Memorandum) and WV State EEO Report (formerly ANNEX C) to the WV Division of Personnel at the email address above by **September 15, 2025**. Should you have any questions, contact Ms. Arthur at 304-414-0842.