

**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.