Date

Employee Name

Employee Address

Dear Employee Name,

DEQ has received your notice of resignation with an effective date of DATE. On DATE you received a retention bonus of BONUS AMOUNT which was predicated by your signature on an agreement of repayment should you leave the agency within a year from the effective date of the retention bonus. As you have chosen to resign but have worked for at least six months from receiving the bonus, you are required to repay half of the amount of the bonus, less taxes.

This net amount of repayment, provided by the State Controller’s Office, is AMOUNT OWED. With your signed approval below, we can deduct this from your vacation pay-out on your final paycheck of you can send in a cashier’s check. If you choose the vacation payout and it is insufficient to cover the amount owed, you will need to provide a cashier’s check for the remainder. Cashier checks need to be payable to the Department of Environmental Quality. The full repayment amount needs to be received by DATE-30 DAYS AFTER RESIGNATION. Please let me know which option you choose.

If you have any questions, please contact me at 208-373-0596.

Thank you for your service and we wish you the best of luck in your future endeavors.

Sincerely,

Georges Rohmer

Human Resource Business Partner

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Approval to Use Vacation Payout Date

OR

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Cashier’s Check Date

c: Human Resources - Personnel File