

**DATE:** \_\_\_\_\_

**TO: Motor Vehicle Dealer Board  
2201 West Broad Street, Suite 104  
Richmond, Virginia 23220  
Phone: (804) 367-1100  
FAX: (804) 367-1053**

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This is to inform you that as of the above date**

\_\_\_\_\_ **(Salesperson Name)**

**License # \_\_\_\_\_, is no longer employed by this dealership.**

**License attached (yes/no)? \_\_\_\_\_**

\_\_\_\_\_  
**Signature** **Title**

\_\_\_\_\_  
**Date**

**NOTE: Under Code Section 46.2-1518 of the Code of Virginia, a dealer is required to notify the Motor Vehicle Dealer Board in writing within ten days following the month of termination of a salesperson. In lieu of written notification, the dealer may return the salesperson's license to the Board with the word "termination" written on the face of it and signed and dated by the dealer operator, owner or officer.**

**It is recommended that the dealer, when possible, have the terminated salesperson surrender the license to help insure that the license is not used in a manner contrary to the dealer's best interest.**