

January 17, 2024

HAND-DELIVERED

Board of Supervisors for Highland County  
Monterey, Virginia

RE: Resignation of Roberta Lambert, County Administrator

Dear Highland County Supervisors,

It has been my privilege and honor to serve as County Administrator for over nineteen years, but I must respectfully tender my resignation as Administrator at this time.

Upon your acceptance of my resignation, I request that my earned but unused benefits be paid. These include sick leave and vacation. My unpaid sick leave totals more than 400 hours. Although the calculated amount would be higher, the County requirements cap the payout for sick leave at \$1,500. My earned but unused vacation time is 40 hours.

I would like to purchase the cellphone I was issued, as well as the iPad, which is about 10 years old. Verizon can calculate the value of these items for us, which I will request if you so authorize. I would like to keep my cellphone number and to establish a separate individual account for the cellphone and iPad.

My work for Highland County started in March of 1978, for a total of almost forty-six years. It is my hope that my efforts have contributed in a meaningful way to benefit Highland County and its residents, a place and people that I hold dear.

If I can be of further service, please do not hesitate to let me know.

Sincerely,



Roberta Lambert