

September 28, 2015

JOC Board of Directors
Erie County Technical School
8500 Oliver Road
Erie, PA 16509

Dear Directors,

This letter is my official notification to you and to ECTS staff that I plan to retire at the end of this school year. My last day of work at Erie County Technical School will be June 21, 2016.

I am looking forward to my retirement and want to take this opportunity to thank you for all of the opportunities that I have experienced working for ECTS over the past 22 years as both an instructor and an administrator. I have genuinely enjoyed my employment at this remarkable school.

I would be happy to assist administrative staff with the transition of my work to another employee.

With best regards and sincere appreciation,

A handwritten signature in cursive script, reading "Jan Kennerknecht".

Jan Kennerknecht
Supervisor of Instructional Support Services