

August 5, 2016

Terri Birchard
ECTS Board Secretary
Erie County Technical School
8500 Oliver Rd.
Erie, Pa 16509

Dear Ms. Birchard,

This letter is to inform you of my official retirement date from my position C-2 Custodian effective September 30, 2016. This is also to insure eligibility for retirement compensation as outlined in Article V, Section 8 (28-30) of the Master Contract in effect at this time. I am requesting the opportunity to continue to participate in Erie County Technical School Group Insurance Plan that I already have after I retire. Please notify me of my paperwork I must complete to continue the insurance so there is no lapse in my coverage. Thank you for allowing me the opportunity to work for Erie County Technical School.

Sincerely,



Denise Cochran