

December 5, 2016

Terri Birchard
Board Secretary
Erie County Technical School
8500 Oliver Road
Erie, PA 16509

Terri:

This letter is to inform you of my intent to retire during the 2016-2017 contractual school year, July 1, 2016 to June 30, 2017.

This notice is to insure eligibility for retirement compensation, as outlined in Article VI, Section 12 of the Master Contract in effect at this time.

Respectfully,

Roach C. Hewitt