

December 14, 2016

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

Dear Ms. Birchard:

This letter is to inform you of my intent to retire during the 2017-2018 contractual school year (July 1, 2017 to June 30, 2018).

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

Respectfully,

Eleanore Anderson

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