

January 31 2017
Ms. 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 insure eligibility for retirement compensation, as outlined in Article VI, Section 12 of the Master Contract in effect at this time.

Respectfully,

Mark A. Cyphert

A handwritten signature in black ink, appearing to read 'Mark A. Cyphert', is written over the printed name.