

October 24, 2017

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

Terri,

Due to the uncertainty of contract negotiations for more than three years, I wish to submit this letter to inform you of my intent to retire during the 2018-2019 contractual school year of July 1, 2018 to June 30, 2019. The contract currently in effect specifies that I must submit my intent to retire prior to January of the year prior to my intended retirement year to guarantee my sick time compensation.

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

Regards,

A handwritten signature in black ink, appearing to read "Ken Balsiger". The signature is fluid and cursive, with the first name "Ken" and last name "Balsiger" clearly distinguishable.

Ken Balsiger
Auto Body Instructor