

January 11, 2019

Ms. Terri Birchard
Secretary
Joint Operating Committee
Erie County Technical School
8500 Oliver Road
Erie, PA 16509

Dear JOC,

This letter is my official notification that I plan to retire at the end of the 2018-2019 school year. My last day worked will be June 7, 2019.

I would like to take this opportunity to thank you for the experience I have had as Business Partnership Coordinator at ECTS over the past 20 years. I have loved helping students enter the world of work and develop strong employment ethics. Also, I have enjoyed my associations with the Erie area business community. The solid partnerships forged are a credit to the quality of education provided at Erie County Technical School.

Again, many thanks for the opportunity to make a difference in the lives of our Erie County young adults. Best wishes to all of you as you continue the ECTS mission.

Sincerely,

A handwritten signature in cursive script that reads "Elaine Shaffer".

Elaine Shaffer
Business Partnerships Coordinator