

January 22, 2020

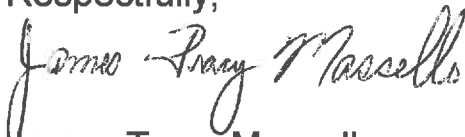
Ms. Terri Birchard
Board Secretary
Erie County Technical School
8500 Oliver Road
Erie, PA 16509

Dear Ms. Birchard:

This letter is to inform you of my intent to retire during the 2019-2020 contractual school year, July 1, 2019 to June 30, 2020. My last day of employment will be May 29, 2020 unless otherwise advised.

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,


James Tracy Massello