

December 4, 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 2020-2021 contractual school year, July 1, 2020 to June 30, 2021. My last day of employment will be May 28, 2021 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,

A handwritten signature in black ink that reads "James Tracy Massello". The signature is written in a cursive style with a large, stylized initial 'J'.

James Tracy Massello