

TO: Sirlena Thomas, Central Office
FROM: Sue Ptak, Bryant School
RE: Letter of intent to retire

Dear Ms. Thomas,

The purpose of this letter is to inform you that I intend to retire in June, 2017 and would like to participate in the retirement incentive program as outlined in the contract approved by the HEA on July 14, 2014, assuming that the contract language is the same as in the previous contract.

Please let me know if there is any other information that I need to include in this letter.

Sincerely,

Sue E. Ptak
Sue E. Ptak

07-23-14P03:15 RCVD