

Daniel Michnik
4735 Margaret Drive
Clarence, NY 14031
716-622-2591

December 14, 2021
Secretary To the Authority:
Terrence McCracken,
Erie County Water Authority
295 Main Street, Room 350
Buffalo, NY 14203

Dear Terrence McCracken:

This letter is my official notification to you at the Erie County Water Authority will be December 29th, 2021. I intend to retire effective Thursday December 30th, 2021.

I'm excited about my impending retirement but wanted to take this opportunity to thank you for all the opportunities that I have experienced while working here at the Erie County Water Authority. I've genuinely enjoyed my employment in my department and am proud of the lasting relationships I've built during my tenure.

Feel free to let me know what I can do to help during this transition or to complete pending projects. I would like to do everything possible to make a smooth transition.

Again, I have truly enjoyed working at the Erie County Water Authority, and I wish everyone in this organization nothing but the best for the future.

Please do not hesitate to contact me if you need any additional information, documentation or to discuss this matter further. I plan on meeting with HR to finalize the details of my retirement, learn about any benefits that extend beyond retirement and identify any assistance that I can provide in transitioning my position to another employee.

Thank you again and best wishes

Sincerely,



Daniel A. Michnik

CC: Daniel J. NeMoyer, Director Human Resources
Jerome D. Schad Chairman
Peggy A. LaGree Vice Chair
Michele A. Iannello Treasurer
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