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**Dana Durfey**

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March 29, 2024

**Matthew Morgan and the HUSD Board Members**

1935 Bohemian Hwy,  
Occidental, CA 95465

Dear Matthew Morgan and The HUSD Board Members,

I am writing to formally notify you of my resignation as the Middle School Humanities teacher at Harmony Union School District. Throughout my time here, I have found great fulfillment in my various roles. However, after careful consideration, I have chosen to leave to pursue a new challenge. Per the terms outlined in my notice period, my last working day will be June 7, 2024.

I am grateful for the opportunities and experiences I have gained during my tenure with Harmony Union School District. Working here has allowed me to grow personally and professionally, and I will fondly remember the time spent within the school community.

As I transition out of my role, please know I am committed to ensuring a smooth handover process. If there are any ways I can assist during this transition period, please do not hesitate to let me know.

Sincerely,



**Dana (Danielle) Durfey**