

Danielle Durfee
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989-854-0401
6/18/2025

Mike Moore
Montabella Elementary School
1456 North County Line Rd
Blanchard, MI 49310

Dear Mr. Moore,

I am writing to formally resign from my position as a 5th Grade Teacher at Montabella Elementary, effective on the last day of my contract for the 2024-2025 school year.

This decision was not made lightly, as my time at Montabella Elementary has been both meaningful and fulfilling. I am grateful for the opportunity to work with such dedicated colleagues and to contribute to the education and growth of our students.

Please let me know how I can help during the transition period. Thank you for the support, guidance, and opportunities you have provided me during my time there. I will carry forward the experiences and lessons I have gained here with great appreciation.

Sincerely,
Danielle Durfee