# 2025年英文辞职信范文,辞职信汇总

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*20\_年英文辞职信范文,辞职信汇总一together, we have accomplished what some might have thought could not be done. in a few short years, w...*

**20\_年英文辞职信范文,辞职信汇总一**

together, we have accomplished what some might have thought could not be done. in a few short years, we have defined a clear and stable strategic framework for microsoft’s business in the greater china region. we have nearly doubled sales and have broken through the $1 billion mark in revenue in gcr. in china itself, we have tripled our sales in the last three years. including those of covered oems, and we are posed to hit $ 1 billion in fy08. we have reduced the upc rate by more than 20%. we have added hundreds of new people and expanded our operations to more than 15 locations across the region. we have strengthened our customer and partner relationships and transformed the way people view microsoft, not just locally but all around the globe as well.

most importantly, we’ve been able to use our technology to help improve the lives and livelihood of millions of people throughout the greater china region. i have learned from each of you along the way and you have made my experience at microsoft one that i will never forget.

while change always comes with its share of unknowns, there is one thing that i have absolutely no question about, and that is this organization’s ability to continue the great work that we’ve begun. we have a well-thought our transltion plan in place and some of the finest leadership in the team and in our strategy with the big rocks plan in place. i have no doubt that in the very near future, microsoft greater china region will no longer be talking about breaking through the $1 billion but about the $5 billion mark. j

at 4 pm today, we will have an all-hands meeting in the millennium building to discuss my plans and the transition in more detail. in the meantime, i’d like to express my deep thanks to every one of you in the microsoft greater china region for your hard work and for your contribution to our continued success.

一般用正面积极的语言，以下为常用句。

as we have discussed, i am offering my resignation as systems analyst, level 1. i want to make the resignation effective date as convenient for you as possible, but no later than march 1.

please consider this letter as my resignation from my position as office manager, effective march 1.

i will be leaving my position as general counsel on august 31.

after six long months of contemplation on my future advancement in hhh, i have decided to resign my geologist position, effective sometime in october–at your convenience. the decision has been quite difficult for me because i truly have enjoyed the relationships i’ve built here.

i offer my resignation as training coordinator with hhh. my last day will be march 1, unless you have a replacement who can assume the responsibilities sooner.

you may be as vague or as specific as you wish. bear in mind, however, your reason should be one that puts you in a favorable light with future employers who may verify your employment record.

this new position will offer me the opportunity to travel overseas, an adventure i’ve looked forward to for sometime now.

i have been concerned about the limited opportunities for advancement. as you know, i’ve always been one to thrive on change and growth.

i have decided to seek a job that will allow me more freedom to use my problem-solving skills on non-routine matters.

as you know, my training is in the financial area, and i’ve had limited opportunities here to make contributions of that kind.

my experience with previous employers has been administrative work, and that is the kind of job to which i’d like to return.

as we have discussed, because of changes in my personal financial responsibilities, i have had to seek a position that offered a higher salary–although i understand your budgetary constraints.

**20\_年英文辞职信范文,辞职信汇总二**

【导语】大文斗范文网的会员“星星也流泪”为你整理了“辞职报告英文版”范文，希望对你有参考作用。

dear all friends,

i would like to take a moment to let you know that i am leaving (公司名) and tomorrow will be my last working day. the past four years have been the most remarkable and rewarding time in my working career. the privilege to work with you is a gift that i will always treasure and one which i never took lightly. and your support in believing in me and what we could accomplish together will never be forgotten. thank you all for the support, guidance and encouragement you have provided me in the past.

thank you all for enriching my life and for letting me be a part of this wonderful family. please keep in touch. i can be reached at my personal email address or via my mobile phone +86 1350.

thanks again for everything.

yours truly,

jiawei

外企辞职报告 英文

英文的辞职报告

英文辞职报告（共4篇）

辞职报告英文（共6篇）

英文辞职报告原因（共20篇）

**20\_年英文辞职信范文,辞职信汇总三**

说说我对外企面试英语体验课的感受吧。说实话，在大二的时候，因为专业是学的国际经济与贸易，所以学校特意为我们开设了商务英语写作课程，老师曾经在宝洁工作过，也在美国留学过，而且我们用的教程也是英文原版的商务教材，所以对于一些外企面试英语和一些商务英语方面也算有了初步了解。但是这次在网校的外企面试英语体验课却给了我全新的感受。

这节体验课主要是说外企的求职信应该如何去写。没有专门学习过商务写作的同学可能会觉得，不就是一份短短几页纸的英文求职信，有什么难的？要知道，雅思的essay可是比这个难写多了，我都搞定了，一封小小的求职信，还不是小菜一碟？如果你也是这样认为的，那可就错了。

一份cover letter并不是我们认为的那样容易。首先，在写求职信的时候需要考虑职位是否符合我们的要求，一切都要紧扣job description，一些加分的工作技能也是很有必要的。就是人家要求啥，你就会啥，这样人家才会看你的求职信。如果你会的都是人家不需要的，那么就不会是一封成功的求职信。

求职信的呼语很重要。如果不甚弄错了称呼，hr对应聘者的印象就会大打折扣。对于亲密的朋友如何称呼，正式场合下如何称呼别人，话说我之前还真的分不清，直接都是dear xxx一语带过。如果不清楚看求职信的人是谁，呼语就不要加职位称呼。

再来说落款，我之前写信都是用yours xxx，但是听了dolly老师的系统介绍，我才知道这个称呼落款是私人信件常用的。而在求职信这样比较正式的情况一般不用。并且，英式说法和美式英语的落款说法也是不同的。如果你应聘外企的时候，不知道对方是老美还是老英，最好还是直接用“sincerely，”比较好。

总之，关系远近、亲属、正式非正式场合的称呼和落款都是不一样的，这一点我以后再也不能小瞧了。说不定，仅仅是因为称呼的错误使用，就导致满盘皆输那就不划算了，所以在这里也希望看文的大家以后可以注意这个问题。

接下来就是求职信中正文的写作了。分为三个小段来写。首先第一段我们要写明应聘职位和获取信息的渠道。要开门见山，这会让hr知道你获取信息的渠道。如果hr知道大部分人都是在哪个地方了解应聘信息，也会方便hr以后加大力度投放广告在那个网站，间接帮助了hr的工作，也会增加hr的好感度。不需要吹嘘hr或者公司什么的，这点和我们中文的求职信有一些不同。一定要表达对职位的强烈兴趣。接下来的一段要介绍工作或者学习的经历。这个经历每个人都不同，把我们自己最擅长的也是和应聘职位密切相关的写上就好，不需要长篇大论。因为我们可以想见，成百上千份简历，hr并没有那么多的时间去看我们的长篇大论，挑重点和职务紧密相关的经历，不仅会使自己脱颖而出，也会增加我们面试的成功率。最后一段，当然要说我们对于职位的渴求，写写未来的期许。

关于正文的求职内容，dolly老师给了我们一些常用的句型让我们的简历增光添彩。求职信其实是对本人信息的高度概括，听过dolly老师的讲解，让我受益良多，虽然一节课只有短短的四十分钟，我却受益良多。dolly老师认真精彩的讲解，还有可爱的cc猫的助阵简单的小测验巩固我们对知识的掌握程度，让我觉得既学到了知识却又不觉得枯燥。真想马上就能继续学习外企面试英语的全部课程，相信对我接下来考bec也会有很大的帮助。

当然如果想要学好职场英语，在外企面试中脱颖而出，还需要我们自身的努力。学无止境，生命不息，奋斗不止。最后，在这里还要推荐大家使用开心词场背单词，很好用哦！

**20\_年英文辞职信范文,辞职信汇总四**

外贸经纪人佣金合同

commission agreement of foreign trade agents

甲方：（生产厂家）\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

乙方：（中间人）\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

party a: (manufacturer)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

party b: (intermediary )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

根据《中华人民共和国合同法》和有关法律法规的规定，乙方接受甲方的委托，为甲方产品开拓海外市场，双方经协商一致，签订本合同。

according to \"people\'s republic of china contract law\" and the provisions of relevant laws and regulations, party a hereby appoints party b to develop overseas market. both parties have agreed to sign this agreement.

第一条：委托事项

1. the entrusted matters

甲方委托乙方发展海外市场为甲方营销其产品。

party a hereby appoints party b to develop overseas market and promote its products.

第二条：委托事项的具体要求

2. obligation

（1） 甲方应保证所生产产品的合法性及保证产品质量。

party a shall ensure the legality of the products and ensure product quality.

（2） 甲方与海外客商交易的具体价格、交货方式、支付方式等由甲方与海外客商双方协商约定。

all the trade terms including price, payment term, delivery, etc are negotiated by party a and customers.

（3）甲方应严格按国家的“fob、 c&f或 cif条款”执行与海外客商所签定的合同。

party a shall be in strict accordance with the \" fob, c & f or cif terms in the contracts.

（4）乙方承诺每年给甲方介绍\_\_\_\_\_\_美元的销售额。

party b promise that the turnover will be more than usd \_\_\_\_\_\_ per year through party b.

（5）乙方应协助甲方回收全额货款及提供最新的市场信息。

party b should assist party a to receive the full payment as per the sales contracts.

party b will provide the market information to party a.

（6）乙方不能将甲方营业范围内的海外客户关系泄露给第三方，否则甲方会按盗窃公司机密对乙方提起公诉。

party b should not disclose the customer information to a third party. otherwise party a will indict party b.

第三条：佣金的计算、给付方式、给付时间

3. rate of commission, payment term

（1） 甲方同意按每笔合同成交总额（扣除税金，运费和货代的费用）的\_\_\_\_\_\_支付佣金给乙方。

party a will agree to pay \_\_\_\_\_\_ of the total turnover of each contract - deducting taxes and the freight- to party b.

（2） 给付方式及时间：

payment term

在甲方收到合同金额全款后14天内一次性付给乙方。

party a will pay 100% commission within 14 days upon receiving the full payment from customer.

第四条：违约责任

4. liability

甲方若不按本合同第三条的（2）执行，逾期一天应支付乙方滞纳金，滞纳金系数为：总佣金的5‰/天。

if party a does not follow (2) of section 3, party a have to pay the overdue fine. the amount is 5 ‰ of the total commission per day.

第五条：协议仲裁

5. agreement arbitration

双方如果发生纠纷，可凭此合同向甲方所在仲裁机构进行。in the event of dispute, both parties can present to arbitration court from party a’s place.

第六条：本合同未尽事宜双方协商解决。

6. changes.

any changes of terms relating to this agreement must be done in a written form, and agreed upon by both parties.

现行协议条款的修改必须经协议双方授权人书面签字方能生效。

第七条：特别约定。

special clause

本合同一式肆份双方各执贰份具有同等法律效用。中英文版本如有冲突，以中文版本为准。 this agreement has been drawn up in four identical copies, of which two copies for each party. the chinese version of these terms and conditions shall prevail wherever there is a discrepancy between the english and chinese versions. 第八条：履行

implementation

本合同双方签字盖章即为有效。

whilst signature on this agreement certifies the intention of both parties to the agreement, the terms of this agreement shall become binding upon both parties only at such time as the following have been complied with, in writing.

第九条：同意签字人agreement signatories

下面签约的各方接受本合同中的所有条款.

in witness thereof, the parties have signed below and by doing so have accepted and approved all covenants, terms and conditions of this agreement.

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签名盖章

签订日期

signing date: 签名盖章

**20\_年英文辞职信范文,辞职信汇总五**

英文精选祝福语\_ 祝福语英文版带翻译

导读：我根据大家的需要整理了一份关于《英文精选祝福语\_祝福语英文版带翻译》的内容，具体内容：有时候在生活中，我们需要积累一些英文的祝福语，下面是网我带来的英文精选祝福语内容，希望大家喜欢 20\_最新英文祝福语句子。20\_ 最新英文版祝福语【个性篇】1)p...有时候在生活中，我们需要积累一些英文的祝福语，下面是网我带来的英文精选祝福语内容，希望大家喜欢 20\_ 最新英文祝福语句子。

20\_ 最新英文版祝福语【个性篇】

1)peace and love for you at new year from all your students.祝老师新年充满平安和爱。

2)may peace and love be your gift at christmas and always!献上祥和与爱心，在圣诞以至永远!

3)i want to wish you longevity and health!祝财运亨通!

4)let us embrace life，create life,seize today and wake up tomorrow with all fervor.拥抱生活，创造生活，把握住每一个今天，让我们用全部的热忱，去唤醒明天。

5)a new book is like a boat steering people from a narrow stream to a vast ocean of you brave the wind and waves in the sea of knowledge.一本新书像一艘船，带领着我们从狭隘的地方，驶向生活的无限广阔的海洋，愿你能在知识的海洋中乘风破浪。

6)wishing you and yours a happy happy new year.万事如意，合家

平安。

7)best of luck in the year to come.愿你在未来的一年里，吉星高照。

8)may the glow of new year candle fill your heart with peace and pleasure and make your new year a love filled new year!愿新年的烛光带给你祥和与喜悦，祝你新年充满爱。

9)im glad to learn that you won first prize in the composition contest held at your like to take this opportunity to offer my congratulations on your success.非常高兴得知你在学校举办的作文比赛中荣获一等奖，我想借此机会对你的成功表示祝贺。

10)warm greetings and best wishes for happiness and good luck in the coming year.衷心祝福来年快乐幸运!

11)in the season of joy i present my sincere wishes and kind the kind of new year outshine all the rest.在这欢乐的时节给你我最真的祝福和亲切的思念，愿你今年的新年比往年更璀璨。

12)wish all the best wishes for you.献上最美好的祝愿。

13)hope all your new year dreams come true!

愿你所有的新年想都成真!

14)wishing you many future successes.请多保重!

15)i wish you a happy new affection and best wishes to you and yours.以我所有的爱心与真诚祝你及全家圣诞快乐。

16)happy new year!

新年快乐!

17)warm hearted wishes for a happy new year filled with all your favorite things.传统佳节之际，献上殷殷祝福，祝新年万事如意!

18)may the bright and festive glow of new year candle warm the days all the year you will have a wonderful time enjoying new year that is happy in every way.愿明亮喜庆的新年烛光温暖一年中的每个日日夜夜，祝你欢欢喜喜度新年!

19)new year time is here.i hope you have a wonderful new every day hold happy hours for you.新年来临，祝新年快乐，愿你时时刻刻幸福欢乐!

20)may our golden youth radiate indelible today!wish you success in the college entrance examination!

让我们黄金般的青春，放射出不可磨灭的光彩。把握现在吧!祝你高考成功!

20\_ 最新英文版祝福语【励志篇】

21)a happy new year to you.祝节日快乐，新年幸福。

22)may happiness follow you wherever you go!

愿您幸福快乐，直到永远永远。

23)may the joy and warmth of christmas fill your home with happiness.愿圣诞的欢乐和温馨，带给你家无边的幸福。

24)wishing you and your family a very happy new year.祝福您及全家新年快乐。

25)good luck and great success in the coming new year.祝来年好运，并取得更大的成就。

26)may the joy of new year be with you throughout the year.愿新年的快乐一年四季常在。

27)my warmest congratulations to you on receiving the scholarship to the university with all my best wishes for your further progress and continued success.衷心祝贺你荣获大学奖学金，并祝你不断取得进步和成功。

28)its joy to know you,wishing the nicest things always for you, not only today,but all the year through because you are really a joy to know.认识你是一种快慰，愿你永远拥有最美好的东西，不仅今天拥有，而且

天天拥有，因为认识你真是一种慰藉。

29)when i think of you the miles between us disappear.当我想起你，相隔千里，如在咫尺。

30)i am glad to hear that you have passed the examination with a good wish you the best of everything in the future.很高兴听说你以优异的成绩通过了这次考试，祝你在未来的日子里一切顺利。

31)may many fortunes find their way to you!

多福多寿!

32)may the new year be a time of laughter and real enjoyment for wishes.愿新年不仅是你欢笑的时刻，更是你欢喜的日子。祝福你。

33)please accept our wishes for you and yours for a happy new year.致以最良好的祝福，原你新年快乐幸福。

34)we are very happy to learn that you have successfully passed the college entrance examination this year and have been admitted into beijing university with us to offer our most sincere congratulations on this happy occasion and wish you greater achievement in your college education.我们非常高兴得知你今年顺利通过了高考并光荣地被北京大学录取。请允许我们向你表示衷心的祝贺，并祝你在大学学习期间取得更大的成功。

35)seasons greetings and sincere wishes for a bright and happy new year!

献上节日的问候与祝福，愿你拥有一个充满生机和欢乐的新年。

36)during the years we study，you have sowed the seeds of friendship in my mind.i will take it with me，water and cultivate it carefully so that it may blossom in the future.同窗几年，你在我的心中播下了友谊的种子。我将带着它，精心浇灌培育，以使其日后开出芬芳的花。

37)wishing you all the blessings of a beautiful christmas season.愿你拥有美丽的新年所有的祝福。

38)today we are intimate classmates;tomorrow,we will be our friendship be more deepened in the rivalry.今天，我们是亲密的同学;明天，我们将是竞争的对手。愿友谊在竞争中更加深厚。

39)new year should be a time of banked-up fines, the scent of flowers and wine, good talk, good memories and loyalties if all else is lacking-love will do.新年是这样美好的时光：炉火熊熊，花儿芬芳，醇酒飘香，殷殷祝福，美好回忆，恩爱日新。即便没有一切，只要有爱便足矣。

40)my best wishes for your success in the examination and look forward to hearing in due course that you have passed.预祝你考试顺利，并盼望届时听到考试通过的消息。

20\_ 最新英文版祝福语【优美篇】

1)we are extremely delighted to hear of your scholarship to beijing are worthy of wishes for your bright future.听说你荣获北京大学的奖学金，你当之无愧。祝你前途无量!

2)much joy to you in the upcoming year.愿您在新的一年充满快乐。

3)congratulations on your success in the national college entrance examination.i beg you to take this little gift as a souvenir.恭贺高考旗开得胜，奉上这份小礼物以作纪念。

4)my arms are wide open for you this new year.我张开双臂，盼与你共度新春佳节。

5)may your new year be filled with special moment, warmth, peace and happiness, the joy of covered ones near, and wishing you all the joys of christmas and a year of happiness.愿你的新年充满温馨，祥和，与亲人团聚的快乐，祝乐陶陶，新年乐无限。

6)i only want you for new year!

我只要你作为我的新年礼物!

7)may joy and health be with you always.祝您永远健康快乐。

8)we offer new year blessings to you.我们向您献上新年的祝福!

9)take good care of yourself in the year ahead.愿你健康长寿!

10)do not weep at missing a shooting star，as the sun still rises radiantly tomorrow.当你错过流星时，请不要流泪，明天，还会有灿烂的太阳升起。

1.20\_ 年英语励志语

2.20\_ 圣诞节祝福语英文

3.20\_ 英文版国庆祝福语大全

4.20\_ 英文祝福语

5.20\_ 春节英文祝福语大全

随性却有道理。

英文自我介绍带翻译

英文祝福语

英文祝福语

英文祝福语简短

护士求职信英文带翻译

**20\_年英文辞职信范文,辞职信汇总六**

亲爱的xx:

感谢您去年对我们公司的支持。我们非常感谢我们的合作。我们希望明年能继续我们良好的业务关系和互动。

真诚地

给客户的英文推荐信二亲爱的鲍勃(或史密斯先生或鲍勃·史密斯)，

感谢您选择xx清洁服务(或您公司的名称)。您的业务受到赞赏，我们很荣幸成为您的新清洁服务(您的服务)提供商(也称为公司)。再次感谢。

推荐人：

日期：xx年xx月xx日

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