# 大学英文书信的格式范文(合集12篇)

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*大学英文书信的格式范文1Dear Tina,Hello! I’m a Chinese boy. My English name is Ivan. I’m in Middle School. I’m in Class2, Grade3.My ...*

**大学英文书信的格式范文1**

Dear Tina,

Hello! I’m a Chinese boy. My English name is Ivan. I’m in Middle School. I’m in Class2, Grade3.

My school is big and nice. There are many teachers in our school. They are kind to us and teach us well. In my school I have many good friends. They often help me. I like making friends. Do you want to be my friend? I hope to hear from you soon.

All good wishes!

Yours,

Wang Dong

**大学英文书信的格式范文2**

全体员工：

3月20日上午和4月2日上午，公司先后发生两起员工打架事件，造成了极坏的影响。

据查，3月20日上午，供销科黄xx因加班费一事，与生产科唐xxs发生争执，唐对黄骂出脏话，黄就动手打了唐xx一耳光，双方当场在供销科办公室扭打起来。4月2日上午，总装车间员工肖国xx小推车领料一事，与xxx发生争执，肖xx动手将xxx当场打晕，造成xxx受伤休息半天。

根据公司“安全生产、文明办公”的精神，按照公司《加强内部管理若干规定》的要求，员工在上班时间不准打架斗殴，肖xx等人无视上述管理规定，上班期间打架斗殴，造成极坏的影响。为严肃公司纪律，规范员工管理，经研究决定，对打架事件作如下处理：

扣打架事件当事人供销科黄xx四月份岗位工资100元，扣企管科唐xx四月份岗位工资50元，罚责任部门供销科100元;

扣打架事件当事人总装车间肖xx四月份岗位工资100元，xxx受伤休息半天，扣当日工资元，由肖xx承担;罚责任部门总装车间100元。

望公司全体员工引以为戒，杜绝类似事故的再次发生。

特此通告

xx公司

**大学英文书信的格式范文3**

(1)称呼

写一封信，先要把收信人的称呼顶格写在第一行，然后，再在后面加上冒号，表示下面有话要说。

(2)问候语

问候语要写在称呼的下一行，空两格。它可以独立成为一段。

(3)正文

正文一般分为连接语、主体文、总括语三个部分。每一个部分开头都应另起一行，空两格落笔。

(4)祝福语

祝福语是表示致敬或祝贺一类的话，如“此致”、“祝”等。应独占一行，空两格写。

另外，在写与“此致”或“祝”相配套的“敬礼”、“健康”等一类表示祝福的话语时，一般要另起一行顶格写。

(5)署名

写完信之后，在信的右下角写上发信人的姓名叫做署名。在署名的前面一般还要加上合适的称谓，如“你的同学”、“你的好友”，“您的学生”等。

(6)日期

日期写在署名的下一行。

书信作文格式及范文3篇（扩展3）

——英语书信的格式及范文

**大学英文书信的格式范文4**

Yoead a job advertisement in the local news. Write a cover letter, introduce yourself, describe your experience in detail, and explain why you like the job / Dear Mr. or Ms., I wrote about your advertisement in the Chicago news daily for a librarian on Monday.

I graduated from California State University in August, and got telecommunications In the past few years, I have been promoted to associate professor of Telecom Engineering and I have been actively involved in ^v^Telecom Engineering^v^ and ^v^strategy research^v^ for several years. I am also a part-time professor of marketing strategy in University, but my husband was recently transferred to Chicago by his company. Therefore, I enclose my resume, which details my qualifications and experience, and Sue Huang\'s public recommendation letter from California State University.

If my qualifications meet your requirements, please give me feedback as soon as possible. I look forward to hearing from you, Su Huang.

中文翻译：

你在当地报纸上看到一份招聘广告，写一封求职信，介绍你自己，详细介绍你的经历，并说明你为什么喜欢这份工作/亲爱的先生或女士，我是针对你星期一在《芝加哥新闻日报》上刊登的招聘图书管理员的广告而写的，年xx月我毕业于美国加州州立大学，获得电信硕士学位，在过去的xx年里，我被提升为电信工程系的副教授和副主任，我一直积极参与学术研究，并在“Telecom Now”、“Engineering Research”和“Telecom Strategies”上发表过几篇文章。我也在大学兼职教授市场营销策略，但我丈夫最近被他的公司调到芝加哥，因此，我随信附上了我的简历，其中详细介绍了我的资历和经验，以及加州州立大学的公开推荐信Sue Huang，如果我的资格符合你的要求，请在方便的时候尽快给我反馈。我期待你的回音顺你的真心话，苏黄。

**大学英文书信的格式范文5**

Dear, (1) I am writing to make a formal request (2) the reason is (3) I, so I (4) I also want to ask, 5) I am sorry for the inconvenience caused to you, 6) thank you for your attention to these requests, 7) if you have any questions, please feel free to contact me. I look forward to your sincere reply, Li Ming.

中文翻译：

亲爱的， ①我写信来正式请求 ②原因是③我，所以我 ④我还想请求⑤我对给您带来的不便深表歉意⑥感谢您对这些请求的关注⑦如果您有任何问题，请随时与我联系⑧我期待您的真诚的答复，李明。

**大学英文书信的格式范文6**

英文书信一般可由信头、信内地址、称呼、信的正文、结束语、签名、信封几个基本要素组成。

1、>称呼语

Dear Father, Dear Mom,

Dear Uncle, Dear Tina, Dear Mrs. Smith,

Dear Sir,

2、>客套语

Best wishes to you.祝你/您安好！

With best wishes.谨祝安好！

With kind regards.谨致问候！

Please give my best regards to your family.请代向家庭问好！

All good wishes.万事如意！

All the best.祝一切安好！

Remember me to your family.代我向你/您家庭问好！

Hoping to hear from you soon.盼复！

Thank you for your help.感谢帮助！

3、>结束语

事务信件中常用的结束语有： Truly yours, Yours truly, Respectfully yours, Yours respectfully, Faithfully yours, Yours faithfully, Sincerely yours, Yours sincerely

社交信件中常用的结束语有： Sincerely yours, Yours sincerely, Affectionately yours, Yours affectionately, Obediently yours, Yours obediently, Intimately yours, Fondly yours, Yours devoted friend, Yours, Ever yours, As ever, Lovingly yours, Lovingly

二、>英语书信范文 (缩进式)

Dear David,

I\'m glad you\'ll come to Beijing to learn Chinese. Chinese is very useful, and many foreigners are learning it now. It\'s difficult for you because it\'s quite different from English. You have to remember as many Chinese words as possible. It\'s also important to do some reading and writing. You can watch TV and listen to the radio to practise your listening. Do your best to talk with people in Chinese. You can learn Chinese not only from books but also from people around you. If you have any questions, please ask me. I\'m sure you\'ll learn Chinese well.

Hope to see you soon in Beijing.

Yours,

Wang Ming

**大学英文书信的格式范文7**

>(一) 英文书信的组成部分

英文书信一般由六部分组成。即：信头(Heading)、信内地址(Inside Address)，

称呼(Salutation)，正文(Body of Letter)、结束语(Complimentary Close)、署名(Signature)，

有时在书信后面还有附言(Postscript)、附件(Enclosure)，这得视具体情况而定。下面将分别说明。

>1. 信头(Heading)

信头是指写信人的地址和写信日期， 一般写在或打在第一面信纸的右上角，先写地址再写日期，地址的写法是从小到大，先写门牌号、路号，再写区名、市名、省名，最后写国名。时间的写法对英国人和美国人而言是不同的。英国人习惯按日、月、年的顺序写，而美国人习惯按月、日、年的顺序写。例如：

英式：1st October，1999

美式：October 1，1999

在使用前一种形式时，月和年之间的逗号可用可不用，但是在后一种形式中，必需要使用逗号。

信头的写法有缩进式和齐头式。缩进式每行开头向右缩进一两个字母;齐头式左边对齐排列，如下所示：

>缩进式

Wang Ming

Dept. of Chemical Engineering

Dalian University of Technology

Dalian 116023

Liaoning Province

P. R. China

>齐头式

Wang Ming

Dept. of Chemical Engineering

Dalian University of Technology

Dalian 116023

Liaoning Province

P. R. China

>2. 信内地址 (Inside Address)

信内地址要写出收信人的姓名和地址。一般给比较生疏的亲友的信和公事信件要写出信内地址，而熟悉朋友可以省去这一步骤。信内地址写出在日期下一两行的左上角，第一行写收信人的称呼姓名，然后写出地址。地质也是从小到大写出，分缩进式和齐头式两种。例如：

>缩进式

The President

Oxford University

England

>齐头式

Jiang Bin

64Heping Road

>3.称呼(Salutation)

称呼是对收信人的称谓。在信内地址下一两行处顶格写起，自成一行。末尾用逗号或冒号。

(1)当给一位熟悉的人写信时可以用Dear 或是My Dear。在英国，My Dear 比Dear亲切，而在美国，Dear比My Dear 亲切。

(2)当给一位你不知婚否的女性写信时，可以用Ms.……，这是指^v^……女士^v^。

(3)在给不熟悉的人写信时，可以用Dear sir, Dear Madam, Dear sirs, Gentleman 等等。

>4正文(Body of Letter)

正文是一封信的主体部分。通常在称呼的下一行写出。正文也可采用齐头式或缩进式的方法。齐头式是反映每段开头一行和后面行并齐。缩进式是指每段的第一行向右缩进几个字母。信笺讲究简洁、效率。开头几句简单地寒暄后就不如正题，在结尾处要有祝愿和敬语。

>常用的开头语有：

I have received your letter of July Ist. 7月1 日来信已经收悉。

I have the pleasure to tell you that …….很高兴告诉你……。

I am very much delighted to receive your letter. 非常高兴收到你的来信。

It is my honor to inform you that ……很荣幸告诉你……。

>常用的`结束套话有：

I am looking forward to hearing from you 盼早日回信。

Wish best regards. 祝好。

Thank you for your help 感谢你的帮助!

Wish my best wishes for your success. 祝你成功。

Wishing you a happy holiday. 祝假日愉快!

Hoping to hear from you soon. 希望能尽快收到你的回信。

>5结束语(Complimentary Close)

结束语在正文之后隔一两行的偏右方开始写出。开头字母用大写，以后的字母用小写，最后一个词后面用逗句。

>常用的结束语有：

>一般非正式的关系：

Yours sincerely,

Yours truly,

Yours faithfully,

Most sincerely,

Faithfully yours,

>亲密的关系：

Love,

Yours love,

Yours Affectionately,

With love,

Lovingly yours,

Yours ever,

>上级和长者：

Yours respectfully,

Faithfully yours,

>6署名(Signature)

在结束语的下方是签名，先手写出，再打出来。如果收信人不认识写出信人，可以在署名前用括号标出Mr.、Miss或Ms。在名称下面可注上头衔。如：

Yours sincerely,

Lucy Blake (手写)

Lucy Blake (Miss)(打印)

Sales Manager

>7附言(Postscript),附件(Enclosure)

在信件正文写作时可能漏掉了某些事，或临时发生了某事需要补充时，可以在信下面左下方写出上.

如果随信有附件可在爱左下端注明。如：

Enclosure:(发票)

>(个人简历)

>(二)英文书信实例

上面介绍了英文写信的主要组成部分以及各部分的写作特点，接下来我们将提供五种英文书信的范例。

>1祝贺信

当朋友有了喜事，如结婚、高升、获奖的时候，你可以向他写出一封祝贺信，表达你的嘱咐与恭贺。

>例文1

Mechanical Engineering Department

Dalian University of Technology

Dalian 116023

Liaoning,China

November28,1999

Mr. WangXiming

Mechanical Engineering Department

Massachusetts Institute of Technology

Cambridge, Mass. 02139

Dear Mr. Wang,

Thank you for your letter of November 3,1999. I am sorry not to have written back earlier but time seems to pass so quickly.

I learnt from your letter that you had received you master\'s degree. I would like to congratulate you on your splendid success.

In this letter I am bringing you a piece of good news：your wife gave a birth of a boy last week and she ins in good health now. The baby weighed eight jin at birth. Yesterday my wife and some other neighbors went to the hospital to see your wife and to congratulate her on the birth. She told them that she had been nursed with the best care since she was in hospital.

Now I\'m taking the Visiting School Test in Beijing. If I pass the examination, I\'ll leave for America soon. If not, I\'ll wait for another chance. I\'ve never been to the ., and I know little about the institutions and customs there. I hope that you will write to me and tell me more about them.

With best regards to you and your classmates.

Yours sincerely,

Zhang Jiao

>2 感谢信

当别人帮了你一个忙时，你应该给他写封信，以示感激。

>例文2

Dear John:

Thank you very much for the nice birthday present you have sent me! I have been longing for a dictionary for a long time. It will surly be very helpful to my study.

It\'s very nice of you to remember my birthday. I\'ll make good use of the dictionary and I\'ll think of you with gratitude and affection every time I use it.

Love,

Sally

>3邀请信

当邀请某位朋友参加活动，如交游、宴会时，可以写一封邀请信。信的语气应该谦逊，热情。

>例文3

Dear Mr. Clark:

We are wondering if you and Mrs. Clark want to have supper with us on Friday, January 21st at seven o\'clock?

James and I are looking forward with great pleasure to seeing you and . We do hope you can come.

Sincerely yours,

Lucy Wheeler

>4 申请信

当申请一项工作，或是申请一个学校留学时，都应该使用申请信。申请信应该简洁、明确、如实地反映你的才能、成绩、愿望和目标。

>例文4

下面是一封申请留学的书信：

The Department of Civil Engineering

Dalian University of Technology

Dalian 116023

Liaoning Province

November 20,1999

Prof. Steeve Hunter

The Dept. Of Civil Engineering

\*\*\*\* University

New Your, NY 10017

Dear Professor Steeve Hunter,

I have for many years cherished the hope of studying civil engineering under your personal guidance as a graduate student in your university, to which your name has added so much luster.

I was enrolled to study civil engineering in the Department of Civil Engineering Of Zhejiang University in September graduated from Zhejiang University in July 1996. And ever since my graduation, I have been teaching in the Department of Civil Engineering of Dalian University of Technology.

If you could tell the necessany procedure of taking the graduate course of your department, I will be very grateful to you.

I am looking forward to hearing from you soon.

Sincerely yours,

Zhao Hui (手写)

Zhao Hui (打印)

>补充：经典范文：

Dear My Friend,

How are you? Do you want to know about my English study?OK,I will tell you.

I study English at Sunday afternoon at two o\' study JianQiao Saterday I took part in the Public English think I can Monday,my school will have an English words want to take part am sure,I can win.

Well,it\'s the end of my letter,I put my best wishes for you!

Please write to me soon!

Yours,

Jackyanbo

书信作文格式及范文3篇（扩展4）

——通报格式及范文5篇

**大学英文书信的格式范文8**

21 June 20\_\_\_

Dear Mary,

Thanks for your last letter. I\'m so glad that you have been able (at last! ) to arrange a holiday in Australia. As I fear I won\'t be able to meet you at the airport when you arrive, nor will I be able to be home until later in the afternoon, so here are some instructions and suggestions.

There is a bus from the airport to the city. It is much cheaper than a cab. Take the bus to the city and ask to get off at Town Hall railway station.

To get to my place in the eastern suburbs you have three options. You can either take a cab, a bus or the train. I suggest you take the train, since the airport bus will leave you right at the station. Get off at Cliff Station. From there you can either walk to my place (about ten minutes) or take a taxi. Probably you should take a taxi as you will have luggage.

When you arrive at my flat, ring the intercom for Flat 2. My friend Lillian will be at home and she will open the front door for you and let you into my flat.

Presumably you will be tired and want to sleep. But if you feel like some exercise after that long flight, you could stroll down to Cooper Park, which is only ten minutes away ? you can see it from the window.

Cheers and looking forward to seeing you.

Yours sincerely,

Annie

. I will leave something

**大学英文书信的格式范文9**

>一、书信作文格式

>称呼

也称“起首语”，是对收信人的称呼。称呼要在信纸第一行顶格写起，后加“：”，冒号后不再写字。称呼和署名要对应，明确自己和收信人的关系。（具体可参见第四编《应酬称谓》）称呼可用姓名、称谓，还可加修饰语或直接用修饰语作称呼。这里简要说明几条细则：

（1）给长辈的信。若是近亲，就只写称谓，不写名字，如“爸”、“妈”、“哥”、“嫂”等；亲戚关系的，就写关系的称谓，如“姨妈”、“姑妈”等。对非近亲的长辈，可在称谓前加名或姓，如“赵阿姨”、“黄叔叔”等。

（2）给\*辈的信。夫妻或恋爱关系，可直接用对方名字，爱称加修饰语或直接用修饰语，如“丽”、“敏华”、“亲爱的”等；同学、同乡、同事、朋友的信，可直接用名字、昵称或加上“同学”、“同志”，如“瑞生”、“老纪”、“小邹”、“三毛”等。

（3）给晚辈的信。一般直接写名字，如“乐毅”、“君\*”、“阿明”等；也可在名字后加上辈分称谓，如“李花侄女”等；亦可直接用称谓作称呼，如“孙女”、“儿子”等。

（4）给师长的信，通常只写其姓或其名，再加“老师”二字，如“段老师”、“周师傅”、“宏海老师”等。对于十分熟悉的师长，也可单称“老师”、 “师傅”。假如连名带姓，在信首直称“孙松\*老师”、“王达夫师傅”，就显得不大自然且欠恭敬。对于学有专长、德高望重的师长，往往在姓后加一“老”字，以示尊重，如“戴老”、“周老”，亦可在姓名后加“先生”二字。为郑重起见，也有以职务相称的，如“董教授”、“陈大夫”、“佟工程师”等。

（5）给一个单位或几个人的信，又不指定姓名的，可写“同志们”、“诸位先生”、“XX等同志”等。给机关团体的信，可直接写机关团体名称。如“XX委员会”、“XX公司”。致机关团体领导人的信，可直接用姓名，加上“同志”、“先生”或职务作称呼，亦可直接在机关团体称呼之后加上“领导同志”、“负责同志”、“总经理”、“厂长”等。

如果信是同时写给两个人的，两个称呼应上下并排在一起，也可一前一后，尊长者在前。

上述五种场合，有时还可按特殊对象，视情况加上“尊敬的”、“敬爱的”、“亲爱的”等形容词，以表示敬重或亲密之情。当然，这要用得适宜，如对好友称“尊敬的”，反而显得见外，对无特殊关系的年轻女性贸然称呼“亲爱的”，那就有失检点了。

>正文

正文通常以问候语开头。问候是一种文明礼貌行为，也是对收信人的一种礼节，体现写信人对收信人的关心。问候语最常见的是“您好！”“近好！”依时令节气不同，也常有所变化，如“新年好！”“春节愉快！”问候语写在称呼下一行，前面空两格，常自成一段。

问候语之后，常有几句启始语。如“久未见面，别来无恙。”“近来一切可好？”“久未通信，甚念！”之类。问候语要注意简洁、得体。

接下来便是正文的主要部分——主体文，即写信人要说的话。它可以是禀启、复答、劝谕、抒怀、辞谢、致贺、请托、慰唁，也可以是叙情说理、辩驳论证等。这一部分，动笔之前，就应该成竹在胸，明白写信的主旨，做到有条有理、层次分明。若是信中同时要谈几件事，更要注意主次分明，有头有尾，详略得当，最好是一件事一段落，不要混为一谈。

>结尾

正文写完后，都要写上表示敬意、祝愿或勉励的话，作为书信的结尾。习惯上，它被称做祝颂语或致敬语，这是对收信人的一种礼貌。祝愿的话可因人、因具体情况选用适当的词，不要乱用。（可参见下节《常用书信用语》的“祝颂语”。）

>结尾的习惯写法有两种：

（1）在正文写完之后，转一行空两格写“此致”，再换一行写“敬礼”。

（2）不写“此致”，只是另起一行空两格写“敬礼”、“安好”、“健康”、“\*安”等词。

>署名日期

在书信最后一行，署上写信人的姓名。署名应写在正文结尾后的右方空半行的地方。如果是写给的亲属、朋友，可加上自己的称呼，如儿、弟、兄、侄等，后边写名字，不必写姓。如果是写给组织的信，一定要把姓与名全部写上。而在署名之后，有时还视情加上“恭呈”、“谨上”、“敬上”等，以示尊敬。上述自称，都要和信首的称谓相互吻合。

日期一项，用以注明写完信的时间，写在署名之后或下边。有时写信人还加上自己的所在的地点，尤其是在旅途中写的.信，更应如此。

>二、书信的范文

亲爱的母亲：

您好！

先请允许我引用一句名言：“人能够登上荣誉的高峰，却不能长久地居住在那里。”我明白您对我的殷切期望，希望我永远都是最优秀的孩子，您的望子成龙我能理解，世界上有哪个母亲不想自己的孩子好？但今天我想跟您说，请原谅我不能一直优秀，请原谅我不能一直都做得最好。

我记得小时候，您一直拿我跟别人比，我记得我的表弟，有时候他来我家吃饭，您就会说：“看谁吃的最快。”每次看我快速的吃完，您都会满意地点点。我记得我去学钢琴，你会坐着听我弹，听我练，直到每一个音符都弹得流畅，您才会微笑地放我离开，我去考级，虽说也并不真的痛恨钢琴，但我对考级的厌恶有一半都来自您过高的期望。有时候我也会羡慕其他孩子，当班上一个成绩一般的同学拿到成绩单后就能开心地回家，因为他有了一点进步。而我心理却是忐忑的，我因为您要求每次考试都要95分以上，所以我才惧怕，即使我的成绩在班上很好。

母亲，我希望您也能理解体谅我，压力有时是动力，但更多时候，压力就像一个鸡蛋，从里面打破的是生命，从外面打破的就只有灭亡。我希望您能尊重我内心的最真实的意愿，而不是一味强加压力给我，我的成长并不是您个人的意志就能决定的，就好像思想家卢梭曾说：“大自然希望儿童在\*以前，就应像儿童的样子。”

有时候我也会想到新闻里报道的“虎妈”、“狼爸”，他们希望自己的孩子从小就赢在起跑线上，在这个到处是竞争的年代希望能“与众不同”，但我觉得他们的孩子并不真的快乐。同为少年成名的作家蒋方舟，小小年纪便已出书，但她并不是父母逼的，而是她真的热爱写作，到如今已是受广大读者喜爱的青年作家之一。母亲，我知道您一直很爱我，您外表严厉只是想让我成为更优秀的自己，也许您可以选择用另外一种方式引导我，鼓励我，我更愿意看到一个温柔的母亲。

今天，坐在高考考场上，人生往后漫漫长路也许就在我的笔尖下书写与改变，只是想借此机会，想跟您说一句：这一次，让我做一回真正的自己，无论结果如何，我都无怨无悔。

谢谢您，我的母亲。

您的儿子xxx

20XX年X月X日

**大学英文书信的格式范文10**

June 23, 20\_

Dear Xiao Wang,

I’m very glad to learn that you’re going to visit me during the week-long holiday. My parents will also be happy to see you again. I am sure you will enjoy every minute here.

I have arranged our schedule for the holiday as follows. On the first day you arrive, I’ll show you around our campus. On the second day, we’ll visit the art gallery and the music hall. Next day, we’ll climb a hill in the northeastern part of the city. On the top of the hill, we can have a wonderful bird’s eye view of the city. During the next

three days, we’ll make some short trips to some places of interest nearby, such as the Swan Cave, the Golden Lake, etc. On the last day, I’ll see you off at the railway station.

Please remember to call and tell me your train number and time of arrival so that I can meet you at the railway station. By the way, it’s very hot here and we have a lot of sunshine, so don’t forget to wear you sunglasses.

I’m looking forward to seeing you soon.

Sincerely yours,

Zhang Ying

**大学英文书信的格式范文11**

September 15, 20\_

Dear David,

I\'m glad you\'ll come to Beijing to learn Chinese. Chinese is very useful, and many foreigners are learning it now. It\'s difficult for you because it\'s quite different from English. You have to remember as many Chinese words as possible. It\'s also important to do some reading and writing. You can watch TV and listen to the radio to practise your listening. Do your best to talk with people in Chinese. You can learn Chinese not only from books but also from people around you. If you have any questions, please ask me. I\'m sure you\'ll learn Chinese well.

Hope to see you soon in Beijing.

Yours,

Wang Ming

**大学英文书信的格式范文12**

因近期我公司车间生产的产品，废品比率比较高，严重影响我公司产品总的合格率，极大的增加了公司成本，大大降低了公司的利润.

原因主要是车间员工在工作过程中，责任心不够，质量意识大大缺乏，为杜绝此类事件再次发生，公司决定给予车间罚款300元，以示警戒.

希望所有员工要认真工作，特别是要提高质量意识，增强责任心，工厂有了利润，我们才会有好的生活.若再出现此类事件，公司将会严肃处理.

部门名 我公司xxxxxx部门xxxx员工在上班，利用公司电话无故拨打私人电话。如此个人占用公司资源行为，违反了公司的员工规定第xxxx条，在公司内部造成了一定的不良影响。根据相应规定，为此公司决定对xxxxxx处以 警告(或元罚款)，以此告示，望以戒之。

xxx(签署人签名、盖章)

20xx年xx月xx日

书信作文格式及范文3篇（扩展6）

——书信作文的写作格式3篇

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