# 关于内容的公文范文英语(共11篇)

来源：网络 作者：紫云轻舞 更新时间：2025-07-13

*关于内容的公文范文英语 第一篇Mr. Wu,you may already know that the Directors of the company will soon have finished the reorganization ...*

**关于内容的公文范文英语 第一篇**

Mr. Wu,

you may already know that the Directors of the company will soon have finished the reorganization of the business and that this will result in a decrease in staff. I am very sorry to inform you that your position is one that will shortly become redundant, and that you services will not continue after the end of this month.

We have no cause of complaint against you, on the contrary, we are quite satisfied with your services during the three years. The reduction of staff is entirely due to business doldrums. You will of course be entitled to a redundancy payment. In your case you will be given one month‘s salary for every year of service with the company. Besides, we shall be pleased to provide any prospective employer with a testimonial of your character and ability.

Please contact me if you have any questions.

**关于内容的公文范文英语 第二篇**

Dear Mr. / Ms,

I was very concerned when I received your letter of yesterday plaining that the central heating system in your new house had not been pleted by the date promised.

On referring to our earlier correspondence,I find that I had mistaken the date for pletion. The fault is entirely mine and I deeply regret that it should have occurred.

I realize the inconvenience our oversight must be causing you and will do everything possible to avoid any further delay. I have already given instructions for the work to have priority and the engineers working on the job to be placed on overtime. These arrangements should see the installation pleted by next weekend.

Yours faithfully

**关于内容的公文范文英语 第三篇**

Dear sir：

Thank you for your letter of 20 September, requesting a reference for Clairish Computers Ltd. The answers to your questions are as follows:

1. We have employed Clairish Computers Ltd. since January 1995.

2. Clairish Computers has helped our company rectify a new computer system that had been badly installed by another firm of consultants. It has drawn up a system specification for a replacement system and has chosen appropriate hardware.

3. We did not select Clairish Computers from several candidates.

4. We were not first time computer users.

5. Our first system is working satisfactorily. The replacement system is still too new to comment on.

6. We are satisfied with the work of Clairish Computers. The various stages were completed on time, and the charges agreed with the quotes.

7. There was continuity of staff at Clairish Computers. Ian Baird managed the work, which was carried out by Alex Johnston and James MacReady.

8. The staff training was effectively carried out.

Yours faithfully,

Peter Haddon, Director

**关于内容的公文范文英语 第四篇**

Mr. Wu,

you may already know that the Directors of the pany will soon have finished the reorganization of the business and that this will result in a decrease in staff. I am very sorry to rm you that your position is one that will shortly bee redundant, and that you services will not continue after the end of this month.

We have no cause of plaint against you, on the contrary, we are quite satisfied with your services during the three years. The reduction of staff is entirely due to business doldrums. You will of course be entitled to a redundancy payment. In your case you will be given one month‘s salary for every year of service with the pany. Besides, we shall be pleased to provide any prospective employer with a testimonial of your character and ability.

Please contact me if you have any questions.

**关于内容的公文范文英语 第五篇**

Dear sir：

Thank you for your letter of 20 September, requesting a reference for Clairish puters Ltd. The answers to your questions are as follows:

1. We have employed Clairish puters Ltd. since January 1995.

2. Clairish puters has helped our pany rectify a new puter system that had been badly installed by another firm of consultants. It has drawn up a system specification for a replacement system and has chosen appropriate hardware.

3. We did not select Clairish puters from several candidates.

4. We were not first time puter users.

5. Our first system is working satisfactorily. The replacement system is still too new to ment on.

6. We are satisfied with the work of Clairish puters. The various stages were pleted on time, and the charges agreed with the quotes.

7. There was continuity of staff at Clairish puters. Ian Baird managed the work, which was carried out by Alex Johnston and James MacReady.

8. The staff training was effectively carried out.

Yours faithfully,

Peter Haddon, Director

**关于内容的公文范文英语 第六篇**

Dear Mr. / Ms,

I was very concerned when I received your letter of yesterday complaining that the central heating system in your new house had not been completed by the date promised.

On referring to our earlier correspondence,I find that I had mistaken the date for completion. The fault is entirely mine and I deeply regret that it should have occurred.

I realize the inconvenience our oversight must be causing you and will do everything possible to avoid any further delay. I have already given instructions for the work to have priority and the engineers working on the job to be placed on overtime. These arrangements should see the installation completed by next weekend.

Yours faithfully

**关于内容的公文范文英语 第七篇**

A jacket lost on the playground, a green jacket with a zipper on the collar, please return it to the owner, crutches room dormitory engagement notice, Holland walshman and his wife were lucky to announce on Saturday that their daughter, Miss Lucy, is engaged to Mr. Samuel Russell, August http://wwwpxcom/zt/petskchtm National English proficiency test.

中文翻译：

一件夹克在场上丢失，一件绿色夹克衫，领子上有拉链，失物者请把它还给主人，克鲁奇房间宿舍订婚通知霍兰德·曼夫妇有幸在周六宣布他们的女儿露西与萨缪尔·拉塞尔先生订婚，xx月http://wwwpxcom/zt/petskchtm全国公共英语等级考试。

**关于内容的公文范文英语 第八篇**

Dear Mr. / MS, we would like to invite you to attend the international fair to be held at the above address from August to September. All the details of the exhibition will be sent out within one week.

We look forward to hearing from you as soon as possible. We hope you can attend our meeting faithfully. Dear Mr.

Rogers, our new factory will start production in August. We would like to invite you and your wife to a celebration to commemorate the moment that you will be grateful for. This is an important milestone of the organization As a result of the continuous demand for our products, both at home and abroad, we believe you will appreciate our invitation.

We hope you can join us. We look forward to seeing you at the garden hotel on the afternoon of August 3.

中文翻译：

尊敬的先生/女士，我们想邀请贵公司参加将于xx月至xx月在上述举行的国际博览会。有关展览会的全部细节将在一周内寄出，期待您尽快收到您的来信，并希望您能忠实地参加我们的会议，亲爱的罗杰斯先生，我们的新工厂将于xx月开始生产，我们想邀请您和您的妻子出席一个庆祝活动，以纪念您将感激的时刻，这是本组织的一个重要里程碑这是对我们产品持续需求的结果，无论是在国内还是海外，我们相信您会对我们的邀请表示感谢。我们希望您能加入我们的行列。

我们期待着您xx月xx日下午在花园酒店见到您。

**关于内容的公文范文英语 第九篇**

Dear Mr. / Ms，

We are much concerned that your sales in recent months have fallen considerably. At first we thought this might be due to a slack market， but on looking into the matter more closely， we find that the general trend of trade during this period has been upwards.

It is possible that you are facing difficulties of which we are not aware. If so， we would like to know what we can do to help. We， therefore， look forward to receiving from you a detailed report on the situation and suggestions as to how we may help in restoring our sales to their former level.

Yours faithfully

**关于内容的公文范文英语 第十篇**

Appendix VT, N, prohibited exhibits display: show pleasure, smile and show to others: roll up his sleeves and show scar competition in public exhibitions: show her gallery paintings. See Montserrat: young musicians are eager to show their talents. Exhibit two-dimensional plants.

Submit (evidence or documents) in court to formally present or introduce something to the public Act or instance Exhibition: study dinosaur exhibits in public museums display exhibitions: spend the afternoon at the space show, and formally present evidence as evidence in court.

中文翻译：

附录VT，n，禁止展出的展品展示：表现出愉悦微笑着向别人展示看：卷起他的袖子在公共展览上展示伤疤竞赛：展示她美术馆的绘画参见蒙斯特拉特：年轻的音乐家渴望展示他们的才能展示出二态性的植物在法庭上提交（证据或文件）正式地提出或介绍把某物公开展示的行为或实例展览：研究公共博物馆的恐龙展品展示了展览：花了下午在太空展证物在法庭上正式提出作为证据的文件。

**关于内容的公文范文英语 第十一篇**

Shanghai Computer Application Ability Assessment Certificate (elementary, office automation) familiar with the network and office automation, proficient windows operating system can operate independently, can complete the editing of today\'s office documents in a timely and efficient manner, marine transportation business international shipping business English and information and Telecommunications import and export trade practice international freight forwarder customs declaration business logistics marine cargo management by Region Shipping market international port production insurance management Shanghai modern logistics management post qualification certificate (intermediate) insurance agent qualification certificate.

中文翻译：

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