

考研英语写作范文之辞职信(一) PDF转换可能丢失图片或格式，建议阅读原文

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现代人处在竞争非常激烈的大环境中。为了谋求更好的发展，有很多人，尤其是一些年轻人，辞职、跳槽的现象屡见不鲜。那么如何写辞职信呢？写辞职信时要说明辞职原因，有时需说明离开的时间以给对方一个物色接替人选的时间，以免给所在单位造成不必要的麻烦。然后还要感谢对方曾经给过自己这样的工作机会。写作“三步走”：提出辞职>说明原因，表示遗憾或感谢>期盼回复 Tips：在写作辞职信的时候语气一定要诚恳，尤其是要表达遗憾的心情，同时对于原雇主曾经给自己的这份工作机会表达感激之情。（1）2005年真题

Directions: Two months ago you got a job as an editor for the magazine Design & Fashion. But now you find that the work is not what you expected. You decide to quit. Write a letter to your boss, Mr. Wang, telling him your decision, and stating your reason (s). You should write about 100 words on ANSWER SHEET 2. Do not sign your own name at the end of the letter. Use “Li Ming” instead. Do not write the address. 范文：Dear Mr. Wang, I am writing to inform you of my intention of withdrawing from my current position in this magazine. Though having worked here for merely two months, I, unfortunately, find that this job is quite different from my expectation. First of all, I have to say that my salary is far from satisfying, which barely sustains me in this expensive city. Moreover, so far I have never had the responsibility of any challenging task. I

apologize in advance for any inconvenience it might bring to you.
Yours truly, Li Ming 译文：尊敬的王先生：我给您写这封信是想辞去我目前在杂志中的职位。尽管我在这里仅仅工作了两个月，但是我发现这份工作并不符合我的预期。首先，我的工资远远不能令人满意，使我在这昂贵的城市中生活艰难。此外，到目前为止，我没有机会负责任何具有挑战性的工作。我为对此可能给您带来的不便致歉。您真诚的，李明

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