

考研英语写作范文之辞职信(二) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/468/2021_2022__E8_80_83_E7_A0_94_E8_8B_B1_E8_c67_468002.htm 闪光词汇及词组：

intention: n. 意图, 目的 withdraw from: 离开, 撤出, 退出 merely: adv. 仅仅, 只, 不过 be far from: 远远不及, 远远不够 barely: adv. 刚刚, 仅仅, 几乎不能 sustain: vt. 支撑, 撑住, 维持, 持续 have

responsibility of sth: 负责某事 万能句型：I am writing to inform you of... Though having..., I, unfortunately, find that... First of all

... Moreover... I apologize in advance for... (2) Directions: You have worked in a Non-Governmental Organization for several years, but now you need to quit the job because you are moving to another city with your family. Write a letter to your boss Mr. Smith to tell him your decision and the reason, and your appreciation for the work experience in this agency. 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. Smith, I am sorry to inform you by this letter that I plan to resign my present job in the next month. The main reason is that I will move to Qingdao to live permanently with my family, as Qingdao is my hometown. Looking back upon my five-year experience in this organization, I have had a very happy and enjoyable time working with you and other colleagues, from whom I have received lots of help and have learnt much. Please accept my sincere gratitude, as well as my regret for not being able to serve here any longer. Yours faithfully, Li Ming 译文：尊敬的史密斯先生：

通过这封信我很遗憾地告诉您我计划在下个月辞去目前的工作，其主要原因是我将和我的家庭一起搬回我的家乡青岛，并将在那里长期居住。回顾我在这个组织中五年的工作经历，我与您和众位同事度过了非常愉快的时光，你们给了我很多帮助，也教会了我很多东西。请接受我最诚挚的感激，我也非常遗憾不能在这里工作更长的时间。您真挚的，李明

闪光词汇及词组： permanently: adv. 长期的，永久的，不变的
look back upon: 回顾 enjoyable: adj. 令人愉快的 gratitude: n. 感激

万能句型： I am sorry to inform you by this letter that I plan to...
The main reason is that...

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