

英文辞职信

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ECMS帝国之家，为帝国cms加油！

英文辞职信

英文辞职信（一）：

Dear Mr.

Please accept my resignation as an associate chemist at the GERT Institute. I plan to leave my job here on September 30, 19—, taking a few days of annual leave just prior to that effective date.

As you know, my primary interest has been in the oil and gas industry. Therefore, I've accepted a position with Fury Refining, Inc., that should put me back in touch with my "first love."

Although I'm eager to accept the challenges in this new position, I regret leaving the institute. You and the organization as a whole have treated me very well over the past three years. I won't forget the friendship and professional growth I've experienced as an employee here.

Best wishes to all of you for years of expansion here.

Sincerely,

英文辞职信（二）：

Dear

After months of reviewing the outlook for the pany in the wake of this economic downturn, I see no other alternative than to resign my position as chief financial officer with HHH (pany). Needless to say, after 12 years of service, this decision was not an easy one.

Please make my resignation effective January 31, which is the end of my scheduled vacation. I will turn over all pany books and settle my accounts prior to that date.

I look back on the experience gained and the friends made with much regard. My association with HHH has been a valued part of my life.

Good luck to you in the year to come.

Sincerely,

英文辞职信（三）：

Hi, Dear all,

Astimegoesby , finallythedayformyleavingFCBGAising , IwilltransfertoCPUIEgroupfromww49。

Nowit'sreallyahardtimeformetosaygoodbyetoyouall。 Lookingbacktopast1year , thosehappiness , sadness , greatteamworkdoim pressmealot , fromyouhavelearnedalotandgainedalot , reallyappreciatedurhelpandsupporttomeduringthatperiodwehaveworkedtogether。

HereI'dliketoextendmyheart-feltthankstoyouforgivingmesuchasweatmemorythatwillbeinmymindforever。

Anyway , wearestillinthesamepany , ifyouneedanyhelpfromme , justgivemeacall , I'llalwaysbethereforyou。 励志天下123

Hopewecouldhavechancetocooperateagaininthefuture!

WishallofyouandFCBGAabrightfuture!

Seeyoulater!*^_^*

BestRegards

Shirley

英文辞职信（四）：

DearAll:

NowitistimeformetosayByetoeveryoneofyouforbeingco-workinginthelastmorethantwoyears。

Here , I'dexpressmysincerethankstoyouforthedemonstrationofteamworkspirit , andyourprofessionaltechnical/Managementskillandexpericereallyimpressedmedeeply。

Onceyouplungingintoanewjob , thatmeansanewchangewillhappeninyourlife。 Surely , Ithinkit'satotallynewlife-styleformetowork inXXX（公司名） , therehaveaboundsodefinitedifferenceparedwithmyoriginals , Iamstillastonishedthesechangesinmypersonallifehappenedinthistwoyears。 Maybethesewillstillkeepamarkedsigninmyfuturelife。

GoodLuck。 。

Yoursforever

David

英文辞职信（五）：

Memorandum

TO:

FROM:

DATE:

SUBJECT:Resignation

PleaseacceptmyresignationasAssociateChemistatXXXResearch , Inc。 ;mylastdaywillbeAugust15 , 19—。

Whileenjoyingassignedprojectsandcontributingtothepany ' soverallgrowth , Ifeelmyworktasksherehavenotallowedmetoinvestigat projectsinwhichIdevelopedakeeninterestduringmygraduatestudies。 Therefore , Ihaveacceptedapositionmoreinlinewiththoseinte

restsatMeadowsChemicalCompany。

Thisdecisionhasbeendifficultdueto therewardingrelationshipsdevelopedduringthepastthreeyears。 PleaseacceptmythanksforyourunquestionablesupportandleadershiphereatXXXInc。 。

英文辞职信（六）：

Dear

IamofferingmyresignationasoperationsmanageroftheXXXplant , effectiveMay15。 Asofnow , I ' mnotquitesurewhereI ' llbelookingforemploymentandamtoyingwiththeideaofturningoneofmylife-longhobbiesintoaprofit-makingenterprise。

Frankly , Vernon , Iwasdeeplydisappointedthevacancyofgeneralmanagerwasfilledbysomeonefromoutsidethepany。 Throughyearsofexcellentperformanceappraisals , IwasledtobelieveIwasinlineforthatposition。 Underthecircumstances , Ithinkyou ' llunderstandmydecisiontoresign。

IdoappreciatethemanagementtrainingI ' vebeengivenhere;ithasindeedpreparedmewellforalmostanygeneralbusinesscareerIdecidetopursue。 Mybestwishesforthepany ' scontinuedgrowth。

Sincerely ,

英文辞职信（七）：

CompanyNameorLetterhead

Address

City , StateZip

Date

Addressee

Address

City , StateZip

Dear

EffectiveOctober1 , IwillassumethepositionofdirectorofhumanresourcesforXXX , Inc。 , inBatonRouge。 Therefore , pleaseacceptmyresignationasbenefitsandpensationcoordinatoroftheHumanResourcesDepartmentwithinAAAAssociates , effectiveSeptember30。

ThedecisionwasadifficultoneformeBECAUSEIhavesoenjoyedmyworkingrelationshiphere。 ThejobdescriptionhasgivenmeGREATlatitudeinassistingothercoordinatorswithinthehumanresourcearea , andasaresult , I ' vegainedskillsinseveralrelatedfields。 Thesecross-trainingopportunitieshavebeeninvaluable , andinamuchmoreformal , classroomsetting , I ' vebeenabletotakeadvantageofclass esinmanagement , interpersonal skills , writing , andoral presentations。 AllofthistraininghasbeenaworthwhileeffortforbothAAA(pany)andme。

AsIgotthenewposition , I ' ll dosowiththeutmostrespectforthemangementexamplesandphilosophieslearnedhereandwithgratitudeforthepersonalattentiontomycareergrowth。

ThankyoufortherewardingexperienceI ' veenjoyedduringmyseven-yearassociationwiththeorganization。

Sincerely ,

英文辞职信（八）：

微软大中华区CEO陈永正辞职信

I want to share with you some difficult news about my future plans. Later today, I will announce that I have resigned from Microsoft and will be taking a position in a different field. It is not without a heavy heart that I contemplate leaving the incredible work and extraordinary people that I have been privileged to encounter during my four years at Microsoft.

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 poised 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 out transition 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 4PM 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 everyone of you in the Microsoft Greater China region for your hard work and for your contribution to our continued success.

中文翻译

我想同大家分享一下关于我本人未来计划的一项艰难决定。这天早些时候，我将宣布从微软公司离任，转入一个全新的领域工作。想到即将告别这份不可思议的工作，离开四年来我有幸在微软遇到的诸位杰出的同事，我情绪颇为沉重。

我们共同完成了很多人认为无法完成的工作。在短短的几年里，我们确定了推进微软中华区业务发展的清晰而稳固的战略框架。我们的销售增长了几乎一倍，大中华区的销售收入突破了10亿美元。过去的三年里，在中国大陆，我们将销售(含covered OEMs)业绩提高了两倍，并为2008财年实现10亿美元的目标做好了准备。我们将未经授权的电脑使用率(CPU)降低了20多个百分点;新雇佣了几百名员工;将业务运营扩展到了中国大陆、香港、台湾15个以上的城市。我们还加强了同客户和合作伙伴的关系，不仅仅在本地区乃至全球改变了人们看待微软的方式。

最重要的是，我们运用我们的技术帮忙中国大陆、香港、台湾许许多多的人改善他们的生活和生计。一路走来。从你们每个人身上，我学到了很多;你们使我无法忘记我在微软经历。

诚然，变化总会伴随着一些不确定。但是，有一点我坚信不疑，那就是，公司有潜力延续我们已经开始了的'成功，我们已经制定了经过仔细斟酌的交接计划，并出世界最好的领导团队来完成。我对目前的管理团队及其战略充满信心，毕竟BigRocks计划已经就位。毫无疑问，在不久的将来，微软大中华区谈论不再是10亿美元的突破，而是50亿美元新纪录的创造。

这天下午四点，我们将在现代汽车大厦召开全体员工大会介绍我的计划和详细的工作交接方案。最后，我想对微软大中华区的每一位员工表达我深深的谢意，感谢你们的辛勤工作，感谢你们为我们的成功所做的贡献。

英文辞职信（九）：

杨致远英文辞职信

To: allyahoos

Fr:Jerry

Subject:update

yahoos

I wanted to address all of you on the news we've just announced. The board of directors and I have agreed to initiate a succession process for the CEO role of Yahoo!. Roy Bostock, our chairman of the board, is leading the effort to identify and assess potential candidates for consideration by the full board. The board will be evaluating and considering both internal and external candidates and has retained Heidrick and Struggles to help in this effort.

I will be participating in the search for my successor, and I will continue as CEO until the board selects a new CEO. Once a successor is named, I will return to my previous role as chief Yahoo! and continue to serve as a director on the board.

Last June, I accepted the board's request that I assume the CEO role to restructure and reposition the company as a whole in order to more effectively meet the fast-changing needs of both users and partners. Since taking on the CEO role, I have had an ongoing dialogue with the board about succession timing. Thanks in large measure to your tireless efforts, we have created a more open, petitive Yahoo! and we believe the time is now right to transition to a new CEO who can take the company to the next level.

Despite the external environment we face, the fact remains that Yahoo! is now a significantly different company that is stronger in many ways than it was just 18 months ago. This only makes it all the more essential that we manage this opportunity to leverage the progress up to this point as effectively as possible. I strongly believe that having transformed our platform and better aligned costs and revenues, we have a unique window for the right CEO to take ownership over the next wave of mission-critical decisions facing the company.

All of you know that I have always, and will always bleed purple. I will always do what I think is right for this great company. While this step will be an adjustment for all of us, I know it's the right one. I look forward to updating you on this process as soon as the board has developments to share, and will continue to do everything I can to make Yahoo! fulfill its full potential.

Thank you,

Jerry

中文翻译

致雅虎全体员工：

我想通知大家我们刚刚宣布的一条消息：我与董事会成员达成协议，将启动雅虎继任CEO的甄选程序。我们的董事会主席Roy Bostock先生将充分思考全体董事会成员的意见，确定并评估继任CEO的候选人。董事会将评估并思考公司内外部的适宜人选，并已委托海德思哲国际咨询公司协助。

我也将参与寻找我的继任者，在董事会推选出新的CEO前，我将继续担任CEO之职。一旦继任者人选确定，我将回归“雅虎酋长”头衔，以董事会成员的身份继续为雅虎服务。

去年6月，我理解了董事会的请求重新担任CEO一职，全面组织公司的重建和重新定位，期望能更加有效的满足消费者和合作伙伴迅速变化的需求。自接任CEO之职以来，我就与董事会就继任时机展开了持续对话。感谢你们的不懈努力，我们创造了一个更开放、更有竞争力的雅虎。我们也相信，此刻是时候将公司交给一位新的CEO，让他带领公司迈上新台阶。

尽管我们面临着艰难的外部环境，但事实却是，雅虎与18个月前有着显著不一样，此刻的雅虎在很多方面都变得更强大。因此，我们更有必要利用此刻的机会使公司的运营更有效。我坚信，透过平台的转变、成本与收入的更好梳理，我们能为新任CEO带来一个独特的窗口，以便他能够更好的接管雅虎，在未来为公司制定出关键性的决策。

一日雅虎人，终生流淌着紫色的血(紫色：雅虎的代表色)。你们都明白我就是这样的一个雅虎人。我也将一向为雅虎做我认为正确的事情。尽管这次卸任对我们大家都是一个新的调整，但我相信这是正确的选取。此次的寻找继任CEO进程，一旦董事会有所进展，我将会及时通知大家。我也会竭尽所能让我们的雅虎发挥最大的潜力。

多谢。

杨致远

英文辞职信（十）：

乔布斯英文辞职信

To the Apple Board of Directors and the Apple Community:

I have always said if there ever came a day when I could no longer meet my duties and expectations as Apple's CEO, I would be the first to let you know. Unfortunately, that day has come.

I hereby resign as CEO of Apple. I would like to serve, if the Board sees fit, as Chairman of the Board, director and Apple employee.

As far as my successor goes, I strongly recommend that we execute our succession plan and name Tim Cook as CEO of Apple.

I believe Apple's brightest and most innovative days are ahead of it. And I look forward to watching and contributing to its success in a new role.

I have made some of the best friends of my life at Apple, and I thank you all for the many years of being able to work alongside you.

Steve

中文翻译

致苹果董事会和苹果团体：

我以前说过，如果有一天我不再能够胜任，无法满足你们对我作为苹果首席执行官的期盼，那么我将主动让你们明白。十分不幸的是，这一天已经来临。

从此之后，我将辞去苹果首席执行官一职，但是，如果董事会认为适宜的话，我仍将继续担任苹果董事会主席、董事以及苹果员工等职位。

就我的继任者而言，我强烈推荐公司按照我们的继任计划进行，并任命蒂姆·库克(Tim Cook)为苹果新任首席执行官。

我相信，苹果将迎来最光明、最具创新的时代。我也期望能够看到这一切，并在新的主角上继续为苹果的成功贡献一份力量。

在苹果，我已经结交了一些最好的朋友，感谢你们所有人，感谢你们多年来能和我一齐工作。

乔布斯敬上

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