

感谢信英文模板

作者：梦回唐朝 来源：ECMS帝国之家 zhann.cn

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ECMS帝国之家，为帝国cms加油！

感谢信是重要的礼仪文书，感谢信是集体单位或个人对关心、帮助、支持本单位或个人表示衷心感谢的函件。互信范文网今天为大家精心准备了感谢信英文模板，希望对大家有所帮助！

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Dear(BosssName),

I appreciated the opportunity to meet with you yesterday about the position of (job title) with (Company Name). I really enjoyed meeting with members of the office and learning about the job. The entire team certainly seem to be highly skilled and motivated and the work itself seems as rewarding as it is challenging. From our discussion, I gained a strong sense of (Company Name)'s commitment to their clients and their employees. I also enjoyed our discussion of my opportunities and future within the firm.

I feel strongly that I possess the qualities required as a (job title). I believe my education and experiences have prepared me well for a future with you. I eagerly anticipate our next meeting. Thank you for considering me for this opportunity.

Sincerely,

(Signature)

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Dear Prof. Herthwell,

Many thanks for your kind hospitality and the honor you showed me during our delegation's recent visit to your university. It was nice of you to introduce me to so many of your famous professors and celebrated scholars at your university. We had a safe and sound trip home. Now we have resumed our work.

Meanwhile, I hope you will someday pay a short visit to our university and give us some lectures on "Modern Western Economics".

Please have no hesitation in writing to me if you want to do something for you in China.

With best wishes.

Sincerely yours,

Li Dong

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Thank You For Interview II

Dear (Boss's Name),

Thank you so much for seeing me yesterday. The interview confirmed what others have told me - that (Company Name) would be a terrific place for someone with my skills and interests.

I am convinced that I could make an impact and add value as a (job title) in your department. As we reviewed my background, I hope that you came to a similar conclusion. It was indeed a pleasure to discuss the opportunities with you. I thank you again for the opportunity and look forward to our next interaction.

Again, you can reach me (when) (Call time) at (telephone), or you may leave a message on my answering machine, and I will return your call promptly.

Sincerely,

(Signature)

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