# 英文辞职报告范文两篇

来源：网络 作者：梦里花开 更新时间：2024-09-12

*1.8th february , XXdear mr. wong,re: resignation from the post of settlement clerki would like to let you know how much ...*

1.

8th february , XXdear mr. wong,re: resignation from the post of settlement clerki would like to let you know how much i have enjoyed my last three years at the hero company. hero company is an invaluable place for enriching my knowledge about financial field, i enjoyed working with my colleagues and i have learned so much things here.because i would like to take a new challenge and i want to meet people from all walks of life, i have accepted an offer from an insurance firm as a personal financial consultant. i would therefore appreciate it if you would accept my resignation effective from 8 march, XX.i would be very much obliged if you would kindly give me a reference letter before i leave. thank you for all that you have done to make my work here both interesting and enjoyable.yours sincerely,alexander fung

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2.

to: robert smith, sales managerfrom: bob fu, sales developmentdate: may 6, XXsubject: terminating engagmentmr. smith, i have worked in the sales development as a salesman for six years, and i have been satisfied with this position.however, a friend of mine introduced me to goldlion company, and i have decided to accept a post that will give me greater possibilities for promotion and an increase in my salary. i therefore write this memo as formal notice to terminate my engagement with you one month from todays date.

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