# 2024年公司员工辞职申请书(7篇)

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*在日常的学习、工作、生活中，肯定对各类范文都很熟悉吧。范文怎么写才能发挥它最大的作用呢？下面是小编为大家收集的优秀范文，供大家参考借鉴，希望可以帮助到有需要的朋友。公司员工辞职申请书篇一please accept my resignatio...*

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**公司员工辞职申请书篇一**

please accept my resignation as 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,

尊敬的先生。

请接受我在格特研究所担任副化学家的辞职请求。我打算在19xx年9月30日前辞职，趁着在年假几天之前生效。

如你所知，我的主要兴趣一直在石油和天然气行业。因此，我已经接受了fury refining公司的职位。我想这份职位应该能给我带来“初恋”的感觉。

虽然我渴望接受这个新职位的挑战，但是我也后悔离开了研究所。你和整个组织都对我非常好，我不会忘记作为一个员工在研究所的友谊和专业技能的成长。

非常感谢在这里这些年的美好体验

真诚，

**公司员工辞职申请书篇二**

尊敬的公司领导：

您好!

首先非常感谢公司对我能力的信任，使我得已加入这个团队。在这两年的时间里，我获得了很多机遇和挑战的机会，也积累了不少业务及管理工作上的经验，增长了阅历。

但是考虑到我个人及家庭原因，经过深思熟虑，我还是决定辞去宝坻项目部工程经理一职。很感谢公司领导这段时间给予我的信任和关怀，同时感谢各位同事给予我的帮助和鼓励!希望公司对我的申请予以考虑并批准为盼!真心祝愿公司在今后的发展旅途中步步为赢、蒸蒸日上!

此致

敬礼!

x年xx月xx日

**公司员工辞职申请书篇三**

dear ,

effective october 1, i will assume the position of director of human resources for , inc., in baton rouge. therefore, please accept my resignation as benefits and compensation coordinator of the human resources department within aaa associates, effective september 30.

the decision was a difficult one for me because i have so enjoyed my working relationships here. the job description has given me great latitude in assisting other coordinators within the human resource area, and as a result, i’ve gained skills in several related fields. these cross-training opportunities have been invaluable, and in a much more formal, classroom setting, i’ve been able to take advantage of classes in management, interpersonal skills, writing, and oral presentations. all of this training has been a worthwhile effort for both aaa (company) and me.

as i go to the new position, i’ll do so with the utmost respect for the management examples and philosophies learned here and with gratitude for the personal attention to my career growth.

thank you for the rewarding experience i’ve enjoyed during my seven-year association with the organization.

sincerely,

亲爱的公司领导

在10月1日我将接受在巴吞鲁日x公司的人力资源总监的职位。因此，请在9月30日前，接受我在aaa联营公司人力资源部福利和补偿协调员的辞职请求。

这个决定对我来说是很困难，因为我非常享受在这里的工作关系。这份职位给了我在人力资源领域内协助其他协调员很大的自由，并且，我获得了很多相关领域的技能。这些交叉训练的机会对我来说是非常宝贵的，在一个更正式，课堂环境，我能够在管理中使用培训中的优秀技能，人际交往能力，写作和口头陈述。为了aaa(公司)和我所有这些锻炼都是值得努力的。

当我去到新的职位，我会给予在这里学习到的管理经验和哲学最大的尊敬并且感恩在我职业生涯中给予帮助的人们

感谢您让你给我在公司体验到了7年的有价值的经验

真诚的

**公司员工辞职申请书篇四**

dear (the name of your boss)， i regret to inform you that i decided to resign from my present position as (position) with effective from (next day of last date)

dear ，

re:resignation from the pos to settlement clerk

i would like to let you know how much i have enjoyed my last three years at the 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， 20xx.

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

**公司员工辞职申请书篇五**

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yours sincerely，

alexander

**公司员工辞职申请书篇六**

尊敬的高总：

在酒店工作了三年的我对酒店有着一种格外亲切的感觉。我的第一份工作是在酒店，我最青春的三年也是在酒店度过的。在这里，我学会了很多东西，能够跟同事们在一起工作，我觉得很开心，这里的每一位都是我的大哥大姐，我的叔叔阿姨，是他们教给了我在学校里面学不到的知识，如何为人、如何处事、如何工作„„

在酒店里，领导们也对我十分的关心，从刚进入酒店开始，我就感受到从上至下的温暖。因为我是酒店里年龄最小的，也从来没有在这么大的集体里生活过，自然而然的，心里面就会产生一种被呵护的感觉。这是一种以前在集体里未曾有过的感觉，很温馨，很自豪，而且它一直陪伴着我，直到我离开„„但这种感觉不会随着我的离开而走远，我想我永远也不会忘记，毕竟我曾经生活在一个温暖而又温馨的集体里。

人往高处走，这句千古不变的名言似乎在什么时候都非常适用，但是对于我来说，讲这句话时，声音是哽咽的，因为我马上就要离开我工作了三年多的酒店，离开与我并肩工作了三年多时间的同事和关心我的领导们。当我做出这个决定的时候，心中的波澜久久不能平息。而在我把这个决定告诉您的时候，王总，您又是那样的通情达理，不仅语重心长地替我权衡利弊，分析情况，提醒我要做好家人的解释工作，而且又在办理手续方面给予我各种便利和一定的补偿，我真的不知该说什么才好。也许，千言万语也抵不过一句感谢，我想再对您说一声“谢谢您，王总”!

高总，在这里，祝愿您的事业能够得到不断的进步，祝愿酒店在您的领导下蒸蒸日上，也真诚的祝福您在未来的人生旅途中一帆风顺。

此致

敬礼!

辞职人：

20xx年xx月xx日

**公司员工辞职申请书篇七**

尊敬的领导：

当你看到这封信时，我正饱受煎熬。

因为工作原因我不得不天天面对大堆的化学物质，随着经济的发展和生活条件的改善,人们对美发需求是越来越大，所以化妆品的种类和成分也越来越多越来越搞不清楚咯，一些无良商人更是大量加入许多许多的开始效果好以后不好说的物质。结果我长时间曝露在高浓度不知名物质的空气中,导致急.慢性呼吸系统障碍疾病发病率上升,皮肤干燥

开裂无光泽。肺结核以及鼻.咽.喉和肺癌等疾病都有开始发作的迹象。

想想领导平时待我不薄，经过我深思熟虑决定不索赔咯，求求您放了我吧!离开这个空气严重污染的地方。

此致

敬礼!

辞职人：

20xx年xx月xx日

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