# 离职申请书范文中英版

来源：网络 作者：逝水流年 更新时间：2024-06-16

*亲爱的(上司名字):本人已决定辞去现时(职位名称)的职位,并由x月x日(最后一个工作天的第二天)起开始正式生效。在此,感谢(公司名称)给予本人学习的机会,并取得宝贵的工作经验。希望本人的离职不会为你带来很大的不便。本人希望在离职之前,能够取...*

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本人希望在离职之前,能够取得离职通知书。

祝工作愉快!

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(你的名字)谨启

日期

英文版离职申请书

(your address)

3rd November 200X

(the name of your boss)

(company name and section work with)

(company\'s address)

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).

Thank you for giving me a chance to learn and to gain the valuable experience in (company name and section work with). I hope my resignation would not cause you much inconvenience.

Thank you for your kind attention and would appreciate if you could let me have a reference letter before I leave.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(your full name)

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