# 英文辞职信范文(推荐6篇)

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*英文辞职信范文1DearEffective October 1, I will assume the position of director of human resources for XXX, Inc., in Baton Rouge...*

**英文辞职信范文1**

Dear

Effective October 1, I will assume the position of director of human resources for XXX, 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,

**英文辞职信范文2**

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 years to e。

Sincerely，

**英文辞职信范文3**

Please accept my resignation as Associate Chemist at XXX Research,Inc.; my last day will be August 15,19–.

While enjoying assigned projects and contributing to the pany\'s overall growth,I feel my work tasks here have not allowed me to investigate projects in which I developed a keen interest during my graduate studies. Therefore,I have accepted a position more in line with those interests at Meadows Chemical Company.

This decision has been difficult due to the rewarding relationships developed during the past three years. Please accept my thanks for your unquestionable support and leadership here at XXX Inc..

**英文辞职信范文4**

Dear Mr. Wang,

I would like to inform you that I am resigning from the position as an editor for your magazine Design & Fashions. The last day of my employment will be October 31th, 20\_. I would like to thank you for the opportunities that you and your magazine have given to me. I have enjoyed being part of your team and working with so many outstanding people. I also want to express my gratitude for your support in my personal and professional development during this period.

However, I received from another company an offer, which sounded more interesting and challenging than what I am doing at the moment. Although it is a hard decision for me to choose to leave, I painfully make up my mind to begin this new career. Please let me know if I can be of any assistance with the transition of the new person into their role.

I am sorry for any inconveniences that my resignation may cause and I wish you and your magazine all the best.

Yours truly,

Li Ming

**英文辞职信范文5**

Dear Mr。

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 professio...

**英文辞职信范文6**

Directions:

Two months ago you got a job as an editor for the Magazine Design & Fashions. But now you find that the work is not what you expected. You decide to quit. Write a letter to your boss, Mr Wang, telling him your decision, stating your reason(s), and make an apology.

Write your letter with no less than 100 words. Write it neatly on ANSWER SHEET 2.

Do not sign your own name at the end of the term, use ^v^Li Ming^v^ instead.

You do not need to write the address. (10 points)

Yours truly,

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