

(MrJin 原创) 考研英语小作文——辞职信

亲爱的经理：

【心情】您不知道我写这封信时心里有多么地**难过与自责**。【写信目的】但是，我不得不**通知**您，我将在**两周后**离开我们公司。

【夸对方】**是的，我会非常想念你们**。在我眼里，我的**同事们**是一群诚实可靠、慷慨大方并容易相处的人，**我估计再也找不到这么好的一群人**了。【感谢，还可以写好处】另外，我也**非常感谢**您在过去 5 年里给我的各种帮助和机会。这对我来说真的**非常有帮助**，尤其是在我还是个新人的时候。

【再次夸，表达真诚】**总之，对你们所做的一切表示最真心的感谢**。【解决办法】我知道培训一个新人并使之融入团队是需要时间和精力。因此，如果在过渡期有任何需要我的地方，比如培训或物色新人的话，请随时告诉我。

您诚挚的，
李明

Dear Manager,

You cannot imagine how **sorry** and **guilt-ridden** I am when writing this letter to you. However, I have to **officially inform** you that I will leave our company **in two weeks**.

Actually, I will miss all of you here. In my eyes, **all my colleagues** are very reliable, generous and easy-going people and **I could not ask for a better group of them**. Also, I **appreciate the support and opportunities** you have provided me **over** the last five years. They were **very helpful** especially when I was **a new recruit** here.

Anyway, I would like to extend my heart-felt gratitude to all of you **for everything you have done for me**. I know training a new worker and helping him work well with the team takes time and effort. So, if I can do anything to help with your transition in finding and training my replacement, please let me know.

Yours sincerely,
Li Ming