范文041

Dear Mr.Wang,

I am very grateful to have been employed by you for the past two months as an editor for your magazine Design & Fashions.I appreciate the opportunity of having worked here with you and my other colleagues.The experiences I had here are ones I will not forget for my entire life.

However,as a young man whose primary interest is in computer science rather than fashion design,I have found that my present job doesn’t fall in with my previous training and strength.I have therefore decided to quit this job to pursue other opportunities that may conform better to my educational background.

Please accept my sincere apologies for any inconveniences my leaving may cause.

Yours truly,

Li Ming

范文042

Notice

Volunteers are needed for the International Conference on Globalization to be held on this campus in early July.Basic requirements are familiarity with the theme of the conference and proficiency in English.Other requirements include good interpersonal communication abilities,familiarity with our city’s tourist attractions and its history,proper manners,and a strong sense of responsibility.Preference will be given to those experienced in international conferences or other similar activities.

Call 86754321 for email [postgr@ccc.edu.cn](mailto:postgr@ccc.edu.cn) for an application and for information on the interview.Phone and email enquiries are encouraged;no visits please.

Postgraduate Association