### 个人原因辞职信 英文版

　　Dear HR Leadership:

　　I regret that I give my official resignation to the company at this time .

　　I came to the company just three months, and I'm very honored to be able to become a member of our company. During three months , I learned a lot, and the company's financial situation is also in good shape. I'm very grateful that the company gave me such a good environment to work and learn.

　　But I need to resign for personal reasons. In regularization with my salary after the nature of work and measure my ability to work, I feel the salary is not with my expectations. So, I decided to resign.

　　I hope my applications can be approved before 【date】,I wish you good health .

　　Applicant:

　　Date: xx,xx,xx

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　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, Ive accepted a position with Fury

　　Refining, Inc., that should put me back in touch with my first love.

　　Although Im 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 wont forget the friendship and professional growth Ive experienced as an employee here.

　　Best wishes to all of you for years of expansion here.

　　Sincerely,