# 英语辞职信模板

Dear Mr. Ben(the name of your boss):

尊敬的Ben先生(老板的名字)：

　　①Please accept this letter as formal notification that I am leaving my position with

XXX company on August 7.

　　请接受这封辞职信，我将于八月七日正式辞去我在XXX公司的职位。

　　②I have allowed 30 days prior to my departure for assisting in the transition

process.

　　离职之前，我有30天时间来帮助移交工作。

　　③Although I have enjoyed my job, I have received an offer for another company

that I feel is better suited6 to my career objectives.

　　虽然很喜欢日前的工作，但我已得到另一家公司提供的更适合我事业目标的职位。

　　④Thank you for your kind attention and would appreciate if you could let me have

a reference letter before I leave.

　　感谢您对我的关照，如果您能为我写一封推荐信，我将不胜感激。

　　⑤I regret having to resign from my position. I wish you and XXX the best of luck

and future success.

　　很遗憾我不得不辞职。祝您和XXX公司好运相伴，未来更加兴旺发达。

　　⑥If I can be of any assistance during this transition, please let me know.

　　如果在工作交接期有需要我做的事情，请通知我。

　　 Sincerely,

　 　真诚的

　　 (your full name)

　　 (你的全名)