# 英语辞职信模板

Dear Mr. Smith,

　　I am sorry to inform you by this letter that I plan to resign my present job in the

next month. The main reason is that I will move to Qingdao to live permanently with

my family, as Qingdao is my hometown.

　　Looking back upon my five-year experience in this organization, I have had a very

happy and enjoyable time working with you and other colleagues, from whom I have

received lots of help and have learnt much. Please accept my sincere gratitude, as well

as my regret for not being able to serve here any longer.

　　Yours faithfully,

Wang Hua

# 个人原因辞职信英文版

　Dear Sir,

　　As some of my personal reasons, after a period of careful consideration, I have decided to resign the company

　　In a short span of a year's time, the company gave me several opportunities in the job so that I accumulated a certain amount of technical skills and work

　　experience. I work in the company's very happy, I feel the atmosphere and on like a big family, we live in harmony in harmony, while I also learned how many people work outside the Life and other life truth. All of these treasure I am also very grateful to the company, as they have for me in the future work and life brought in to help and convenience. In addition, my colleagues and with the overnight period, I of the past, now a colleague from shallow to deep friendship, and I hope that this friendship from the heart, this feeling will continue and permanently maintained.

　　In future, no matter how I will live, I will be forever grateful to my company's culture, leaders at all levels and colleagues gave me the support and help. In my difficult times, you will give me the help and tolerance. Company is a towering tree, and I, is only one leaf of a tree. When the wind is coming, some leaves will fall off, but trees are always so tall and straight.

　　Leaving the company, leaving those who share weal of my colleagues, I am very reluctant. I don’t reluctant leaders of the teachings and colleagues of the sincere and friendly.

　　I apologize the inconvenience for company. I hope that company can

　　sympathize with my personal practice, and accept the applications.

　　Thanks again for the company, thanks all leaders! Sincerely wish the company in the future development step by step in the journey to win and prosperous!

　　Yours sincerely,