

辞职信

Dear Sir,

I am writing to apologize that I will quit (辞职是将来时) the position as a salesman (职位最好写清楚) of your company for the reason of myself. (责任都是你的)

Six months ago, I was accepted (被招募是过去时) by the marketing department as a member of it. I was deeply impressed by the diligence and kindness of my colleagues around me (拍马屁). But during the span of working here, I have come (现在完成时) to realize a fact that the position probably is not suitable for me, because I want to have a more peaceful life without mounting pressure. In fact, I am not an outgoing boy able to communicate with so many different people. (理由也可以替换成老公出国工作了, 孩子出国读书了。)

Once again, I am sorry for any inconvenience caused by it, and I am looking forward to an early reply at your convenience. (道歉信与申请信的组合)

Sincerely yours,

Jack

备忘录

Date: May 4th, 2016

To: All Staff Employees

From: Shawn, Department Manger

Subject: Use of the Conference Room

It has come to my attention that the conference room is always left in a mess. Therefore, I need your help to follow the rules listed below:

- (1) Take out the garbage including used cups, bottles and plastic bags after the meeting.
- (2) Switch off all the electric equipments such as lights, computers and air-conditioners before leaving.
- (3) Do not move the tables and chairs in the room.
- (4) Do not take any of the facilities out of the room without permission.
- (5) Compensation will be required if any facility is damaged.
- (6) The room will be not available to you if you fail to obey the rules.

Thanks for your cooperation.