《英文感谢信》

英文感谢信（一） ：

Dear Mr Li ，

Im very excited to write to express my thanks to you。 I am now a freshman

of Wuhan University ， which I have been dreaming about 。 Mr Li ， I still

remember the days when you taught me English 。 My English has been improved greatly because of your creative work 。 However ， at one time ， the pressure of examinations ， too much homework and the high expectations made me depressed 。 I was tired of the warning that if I didnt do my best ， I wouldnt have the chance to go to college 。 Thanks for your encouragement ； if not ， I wouldnt have realized my dream。 And now I really understand you。 I wish

more and more of your students could go to their ideal colleges 。 Are you

still so busy ？ How I miss you ！

Hoping to hear from you soon 。

Yours ，

Li Hua

英文感谢信（二） ：

Dear Prof 。 Herthwell ，

Many thanks for your kind hospitality and the honor you showed me

during our delegations recent visit to your university 。 It was nice of

you to introduce me to so many of your famous professors and celebrated

scholars at your university 。 We had a safe and sound trip home 。 Now we

have resumed our work 。

Meanwhile ， I hope you will someday pay a short visit to our university

and give us some lectures on Modern Western Economics 。

Please have no hesitation in writing to me if you want me to do

something for you in China 。

With best wishes 。

Sincerely yours ，

Li Dong

英文感谢信（三） ：

Dear ms 。 grasso:

thank you for interviewing me at credit technologies 。 i was impressed

with the pany and the type of banking services the corporation provides 。

your ments gave me a good understanding of the business and your

expectations for the attorney you are seeking 。 i am confident that my

background and experience in banking law and my ability to analyze statutes

and regulations in detail could be useful to credit technologies 。

if you were to offer me this position ， i believe that i could provide

services that would meet the high standards of your corporation 。

i look forward to talking again with you soon 。

very truly yours ，

richard t 。 hamilton

英文感谢信（四） ：

Dear Ling Fen ，

I would like to thank you at the end of our middle school education 。

You have been very kind and helpful since we knew each other 。

You have given me so much help that I will never forget 。 Last term ，

1. caught a bad cold and had to stay at home for a week。 When I was worrying about the lessons ， you came to my home after school and helped me with

every subject 。 With your help ， I didn?t fall behind others 。 Since then ， we have bee very close friends 。 I think I?ll try to help others just like you。

Thank you again 。 Even though we may go to different schools ， I?ll

always stay in touch with you 。 I wish you success for the future 。

Yours ，

Liu Yan

英文感谢信（五） ：

Thank You For Interview

Dear (Bosss Name) ，

Thank you so much for seeing me yesterday 。 The interview confirmed

what others have told me - that (Company Name) would be a terrific place

for someone with my skills and interests 。

I am convinced that I could make an impact and add value as a (job title)

in your department 。 As we reviewed my background ， I hope that you came

to a similar conclusion 。 It was indeed a pleasure to discuss the

opportunities with you 。 I thank you again for the opportunity and look

forward to our next interaction 。

Again ， you can reach me (when) (Call time) at (telephone) ， or you

may leave a message on my answering machine ， and I will return your call promptly 。

Sincerely ，

(Signature)

英文感谢信（六） ：

离职

Respect leadership and colleagues:You are good!

I due to personal reasons ， quit OA development engineer position ，

leaving our ｘｘ group 。

Thanks to the ｘｘ Group I bring opportunities and challenges!

Thanks to all the leaders of my concern and trust!

Thanks to all my colleagues on the work support and help!

To ｘｘ this huge enterprise ， I think I was lucky

lot ， feeling a lot ， and last year right out of high a lot 。。。 。。。

* here to learn a school ， has matured

In ｘｘ year ， for me is the most important thing in my life experience 。

Here I have experienced the defeat ， also achieved success ， there have

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| been depressed ， there | | | | have been happy。 Failure | | | | is | the imprint | | is engraved | |
| on my hear#from | | 本文来自高考资源网 | | | | gkstk 。 end#t | | 。， it | | will bee an alarm ， | | |
| a cornerstone |  | to | goad me unceasingly | | | enterprising; | |  | achievement | | is | another |
| person happy | ， they will bees a new target | | | | | | ， show me the way | | | | 。 |  |
| As a technician | | | ， I yearned to see their increasingly adept | | | | | | |  |  | ， also |
| understand | ｘ ｘ | | such |  | environment | will | certainly | | be | able | to | provide |
| experience their own opportunities | | | | | | ， just as we can not pletely predict | | | | | |  |
| natural disasters | |  | ， some objective contradiction I don&#39;t know how to | | | | | | | | |  |
| solve ， how to | | avoid ， a | | | single selected | | topic ， one | | of two ， will | | be homes。 | |
| There is no all feast | | | |  | ， Kuwata sea | | ， between transform is natural | | | | | ， |
| for colleagues only bleand expectation | | | | | | ， blemy colleagues all the best | | | | | | ， |
| and we look forward to | | | |  | ｘｘ everything is going smoothly! | | | | |  |  |  |

A letter of resignation letter of thanks

译文

尊敬领导和各位同事：您们好 !

我因个人原因，辞去 OA开发工程师的职务，即将离开我们的ｘｘ集团了。

感谢ｘｘ集团带给我的机遇与挑战 !

感谢各位领导对我的关心与信赖 !

感谢各位同事对我的工作的支持与帮忙 !

能够来到ｘｘ这一偌大的企业，我想我是幸运的，在那里学习了很多，感受了很多，和去年刚从学校出来的时候相比，也成熟了很多

在ｘｘ的一年，对我来说是一生中重要的一段经历。在那里我经历了失败，也取得了成绩，有过郁闷，也有过欢喜。失败是刻骨铭心的，它将成为一枚警钟、一块基石鞭策我不断进取 ; 成绩是另人欣喜的，它们会幻化成为一个个新的目标，指引我前进的方向。

作为一名技术人员，我渴望看到自我的日渐娴熟，也明白ｘｘ这样的环境必须能够带给历练自我的机遇，只是正如我们无法完全预测自然灾难一样，有些客观矛盾我还不明白如何解决、如何避免，一道单选题，二选其一，必定要有所舍。

天下没有无不散的筵席，沧海、桑田之间变换已成自然，送给各位同事的只

有祝福与期盼，祝福我的同事们一切顺心，期盼我们的ｘｘ一帆风顺 !

英文感谢信（七） ：

面试

dear mr

。 ｘｘ，

尊敬的ｘｘ先生

:

thank you very much for the interview yesterday

deal about your pany ， its major projects ，

future development in shenzhen 。

。 i learned a great

and its ambitious plans for

十分感谢您昨日的面试。我了解到许多有关贵公司的状况，它的主要产品以及未来在深圳的宏大发展计划。

i believe i am fully qualified for the work you described 。 my e ｘ

* perience with ｘｘ corporation is directly related to the work you are offering 。 also ， my academic background and the training i received as

an administrative assistant provide a strong base for further development 。

我自信完全有资格承担您所描述的工作。我在ｘｘ公司的经验与贵方带给的工作直接相关。而且我的教育背景和所受的行政助理方面的培训，为我带给了进一步发展的坚实基础。

thanks again for the interview 。 i look forward to hearing from you

soon。

再次感谢您的面试。期望尽早得到您的消息。

sincerely yours ，

英文感谢信（八） ：

Thank You For Interview

Dear (Bosss Name) ，

I appreciated the opportunity to meet with you yesterday about the

position of (job title) with (Company Name) 。

I really enjoyed meeting with members of the office and learning about the job 。 The entire team certainly seem to be highly skilled and motivated and the work itself seems as rewarding as it is challenging 。 From our discussion ， I gained a strong sense of (Company Name)s mitment to their

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| clients | and their | employees 。 | I also enjoyed our | | discussion | of | my |
| opportunities and future within the firm | | | 。 |  |  |  |  |
| I | feel strongly | that I possess | the qualities | required | as a (job | title) | 。 |
| I believe my education and experiences have prepared me well for a future | | | | | |  |  |
| with you 。 I eagerly | | anticipate our | next meeting 。 Thank | | you for considering | | |
| me for this opportunity | | 。 |  |  |  |  |  |

Sincerely ，

(Signature)

英文感谢信（九） ：

给老师

Dear Susan ，

Im glad to be your student

，

and I am very happy to learn the course

I like best under your help

。

English is an important tool

world 。I treasure the chance of

from this course 。

， through which we

learning English ，and

can share it with the

I enjoy the happiness

This Thursday is Thanksgiving Day

。

On this special day

，

I want to

express my deepest thanks to you!

Yours ，

sincerely

英文感谢信（十） ：

给母亲

My dearest Mother

，

The mothers day is ing and I would like to say Happy mothers day in

this letter 。 I love you and thank you so much for everything you did for

me。 This day， I will stay away and cant give you my appreciation at home。

I know I will watch myself ， so dont worry about me。 I am doing very well

on my study 。 My schoolmates and teachers are all very nice 。 Though I cant

be at home ， I hope you have a wonderful mothers day 。

Love，

Your son