# 英文辞职信常用句子附范文范本(3篇)

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*英文辞职信常用句子附范文范本一应用文主要包括书信、摘要、报告、备忘录四种。下面以求职信为例，谈应用文的写作，希望读者能举一反三。同时求职信是大学生步入社会、走向工作岗位的第一步，了解 英文求职信写法具有实际意义。那么，怎样写英文求职信呢？关...*

**英文辞职信常用句子附范文范本一**

应用文主要包括书信、摘要、报告、备忘录四种。下面以求职信为例，谈应用文的写作，希望读者能举一反三。同时求职信是大学生步入社会、走向工作岗位的第一步，了解 英文求职信写法具有实际意义。

那么，怎样写英文求职信呢？关键要处理好求职信的五个组成部分：写信动机、自我介绍、本人能力、结尾、附件。

求职信的写作要点

公司的老板大多认为，注重小节的人对重大的事务也会谨慎行事。一个人做人做事是否谨慎可以从一封求职信中看出端倪来。你别看轻了短短的一封信，一封求职信可以显露出一个人的嗜好、鉴别力、教育程度以及人格特性。下列几个要点便是泄露一个人机密的地方。因此，写信人非格外留意不可。

1、纸张的选用：最好使用品质优良，白色的信纸。信封要配合信纸的质料和颜色。

2、书写：求职者常需用亲手写信，字体要写得清洁可辩，龙飞凤舞的字迹无疑是自寻绝路。如果可能的话，使用打字机把信打出来。这样看起来比较具有商业气息。

3、格式：信文要适当地排列在信纸中，格式要一致，如采用齐头式（或斜线式）便需全部一致，不可中途改变

4、语法、标点和拼写：正确无误的语法、标点和拼写使读信人感到舒畅，错误的语法或拼写则十分明显，一望即知，予人坏印象。尤其要注意的是，绝不可把收信人的姓名或公司名号拼错了。

5、信封：信封上面的地址要完整，称谓要合时宜，信纸的折叠要适当，大小适合信封。

6、附件：求职信函通常不须附加推荐信，除非招聘广告有此要求。遇到这种情形，只须附上复印件即可。求职函内附加邮票或回址信封，强迫对方答覆的作法不足效法，除非对方有此要求。

写好求职信的内容要点

求职信函内容应包括那些？通常根据所欲谋求的工作性质而定。基本上，可以包括下列几项：

１、写这封信的目的或动机：通常求职信都是针对报纸上招聘广告而写的。若此，信中便须提到何月何日的报纸，有时工作机会是从朋友或介绍所（如青辅会就业辅导中心）听来的，有时是写信人不知某机构、公司有工作机会，毛遂自荐而写的信，不论是哪一种，求职信上一定要说明写信的缘起和目的。

2、个人资料：写信人应述明自己的年龄或出生年月，教育背景，尤其是和应征的职位有关的训练或教育科目、工作经验或特殊的技能；如无实际经验，略述在学类似经验亦可。

3、备询人员或推荐人：正常的顺序是先获得这些人同意后再把他们的姓名、地址列入信中，推荐人二至三名即可。

4、结尾：求职信的结尾在希望并请求未来的雇主允以面谈的机会，因此，信中要表明可以面谈的时间。使用的句子要有特性、避免软弱、老生常谈的滥调。

机智和良好的判断

写求职信要有机智和良好的判断，下列几点可供参考。

1、陈述事实，避免表示意见：与训练和经验有关的事实可以陈述出来，但应避免表示意见说这些训练和经验对所应征的工作将有怎样的关系或好处。

2、不要批评他人：如果你要离开现职，可以说出原因但不要用批评的方式，雇主想要了解你，而非你的工作机会。

3、不要过份渲染自我：你当然认为有能力，够资格才要申请某一职位，但不要过份夸大自己的能力或表现过份信心，尤其不要说出与事实不符的能力或特性来。

4、留意底薪：有的雇主要你提到希望的待遇。你要作良好的判断，写出你觉得可行的最低薪。开始就业的人应知道，与其寻得一份高薪的工作倒不如找待遇尚可而有升迁机会的工作。

**英文辞职信常用句子附范文范本二**

补充协议

supplementary agreement

签约方:

by and between：

(1)              l.l.c. (                  ”授权方”)

地址：1000 flower street, glendale, galifornia 91201

l.l.c. ( ”licensor”) a delaware limited liability company, with its principal office located at              glendale, california 91201; and

(2)              limited company(              被授权方”)

地址:中国广州市

guang zhou camsing limited company ( ” licensee”) with its principal office located at                     guangzhou, china.

鉴于，

as,

(a) 20\_\_年3月12日，             与           就            事宜达成一致意见，签署了《品牌授权协议》（以下称“原协议”），协议有效期间自20\_\_年1月1日起至20\_\_年12月31日止；

on march 12, 20\_\_ ,              and                  entered into a merchandise license agreement (hereinafter referred to as “initial agreement”) for “kung fu panda 2”, with the period starts from january 1, 20\_\_ to december 31, 20\_\_;

(b) 原协议约定的授权使用费为27万美金，并应于20\_\_年8月31日前全额付清。于签约时向支付了2.5万美金预付款，剩余款项24.5万美金至今未付；

according to initial agreement, usd $270,000 shall be fully paid by camsing to as licensing royalty on or before august 31, 20\_\_. has paid usd $25,000 as advance as of the singing date of initial agreement, while the remaining usd $245,000 is still unpaid;

(c) 多次向催讨未付款项，结合自身对授权品牌的实际使用情况，请求从未付款项中减免部分授权使用费。

has contacted camsing many times to collect remaining payments, while, considering about its actual application of merchandise license, requests for a deduction from the unpaid amounts.

故而，双方经友好协商对剩余款项的支付事宜达成如下补充协议：

therefore, both parties, through amicable negotiation, agree upon the payment of remaining unpaid usd $245,000 as following:

1.        同意免除自20\_\_年1月1日起至20\_\_年12月31日的授权使用费81,666美金；减免之后，camsing应付的款项为163,334美金（计算方式：245,000 -81,666=163,334）。同意，按本协议约定支付减免后的授权使用费163,334美金后，不再向主张任何费用，包括但不限于授权使用费、违约金等。

agrees to exempt license royalty usd $81,666 of the period from january 1, 20\_\_ to december 31, 20\_\_, that is shall pay usd $163,334 to after the exemption. in the event that has fully paid the remaining license royalty usd $163,334 after exemption according to provisions hereunder, agrees that it will not claim any ge against , including but not limited to license royalty, penalty, etc.

2.        支付方案：应自20\_\_年7月1日起至11月30日止的5个月内分五期还清全部款项163,334美金，具体付款方案如下：

20\_\_年7月17日前 20\_\_年8月15日前 20\_\_年9月15日前 20\_\_年10月15日前 20\_\_年11月15日前

usd $30,000 usd $30,000 usd $30,000 usd $30,000 usd $43,334

合计 usd $163,334

payment scheme: shall pay off the remaining usd $163,334 by five payments within the period from july 1, 20\_\_ to november 30, 20\_\_, the payment scheme is as following (all payments should be made on or before corresponding stipulated dates):

july 17, 20\_\_ august 15, 20\_\_ september 15, 20\_\_ october 15, 20\_\_ november 15, 20\_\_

usd $30,000 usd $30,000 usd $30,000 usd $30,000 usd $43,334

total amount usd $163,334

3.        前述款项的支付均应汇入指定的如下账户：

银行信息：

收  款  人：

账         号：

aba     号：

银行代码：

联  系  人：

合约币种：

the stated payments shall be paid to the following ac specified by :

bank information: bank of america

beneficiary:

ac no.:

aba no.:

swift code:

attention:

contract currency: united states dollars.

4.       应严格按照分期付款计划执行，如有一期逾期支付则视为违约，届时剩余应付款项的支付期限立即到期，并且原先减免的20\_\_年度81,666美金的授权使用费不再减免，将一同并入应付款项由立即一次性全额支付，同时，还应按未付款项总金额每日万分之五的标准向支付逾期付款违约金。

shall strictly abide by the payment scheme, otherwise, even one payment delay shall be deemed as breach of contract, upon the payment term of remaining amounts shall expire immediately, besides, the exemption of usd $81,666 for year 20\_\_ shall be cancelled and calculated into the remaining unpaid amounts, which shall be fully paid in a lump sum by camsing promptly. meanwhile, shall pay a penalty at a rate of 0.5‰ per day of due total amount for late payment.

5.        法律适用及争议解决：本协议适用中国法律。凡因本协议引起的或与本协议有关的任何争议，均应提交至深圳国际仲裁院（scia）按照其仲裁规则进行仲裁，届时败诉方应承担对方为解决本争议而产生的一切合理费用，包括但不限于仲裁费、律师费、差旅费、评估费、调查费、鉴定费等相关费用。

applicable law and dispute resolution: this agreement shall be governed by the laws of china. any dispute arising from or in connection with this agreement shall be submitted to shenzhen court of international arbitration (scia) for arbitration according to scia’s arbitration rules, and the losing party shall bear all reasonable ges of the other party concerning dispute resolution, including but not limited to arbitration fees, lawyer’s fees, business trips costs, evaluatioges, investigation fees, appraisal costs, etc.);

6.        本协议生效后，即成为原协议不可分割的组成部分，与原协议具有同等法律效力。除本协议对于剩余应付款项的约定外，原协议的其余部分应完全继续有效。如本协议与原协议发生冲突时，以本协议为准。

this agreement, after its entry into force, becomes an integral part of the initial agreement and has the same legal effect. except for the provisions about the remaining unpaid payment stipulated herein, other provisions of the original agreement shall remain in full effect. in case of any discrepancy, this agreement shall prevail.

7.        本协议为中英文版本，如有不符，以中文版本为准。

this agreement is written in chinese and english. in case of any discrepancy, the chinese version shall prevail.

8. 本协议一式贰份，经双方盖章及代表人签字后生效，双方各执壹份，具有同等法律效力。

this agreement is prepared in duplicate and shall enter into force upon chops and signatures of the authorized representatives; each party holds one copy, with the same legal effect.

(signing page with no text below)

signed by   )

duly authorised for and on behalf of  name )

l.l.c.

date: )

) signature

（签字、盖章）

signed by   )

duly authorised for and on behalf of  name )

company )

) signature

date:

（签字、盖章）

**英文辞职信常用句子附范文范本三**

necessary terms of english contract

1.前言 preamble

一份标准英文合同通常可以分为前言（preamble）、正文（operative part）、附录（schedule）及证明部分即结束词（attestation）四大部分组成。 前言（preamble）由“parties”及“recitals”两部分组成。

“parties”为必备条款，在很多时候称为“commencement”即合同的开场白，主要介绍合同各方的名称或姓名、注册地及地址、邮编及在合同中的简称。当然，并不是所有的合同都要详细介绍以上诸要素，在许多简单合同中，只是提一下各方的名称。

i. 以下为“parties”的常用表达方式：

1. this agreement is entered into by and between \_\_\_\_ and \_\_\_\_. 本协议由以下双方\_\_\_\_和\_\_\_ 签署。

2. this agreement is entered into by and between \_\_\_\_ (hereinafter referred to as\_\_\_\_) and \_\_\_\_ (hereinafter referred to as \"\_\_\_\_\_\"), whereby it is agreed as follows:

本协议由以下双方\_\_\_\_（以下简称\_\_\_\_）和\_\_\_\_\_（以下简称\_\_\_）签署，达成如下协议：

注：在很多合同中，这部分加入签约事由，如：

this agreement is entered into through friendly negotiations between \_\_\_\_\_ co.

(hereinafter referred to as the “party a”) and \_\_\_\_\_ co. (hereinafter referred to as the “party b”) based on equal

ity and mutual benefit to develop business on the terms and conditions set forth below:

本协议由\_\_\_\_\_（以下称为甲方）和\_\_\_\_（以下称为乙方）为发展业务在平等互利的基础上签订，其条款如下：

this agreement is entered into between \_\_\_\_\_ (hereinafter referred to as \"company\"), and \_\_\_\_\_\_, (hereinafter referred to as \"employee\") pursuant to paragraph viii(2) of the employee handbook, whereby it is agreed as follows:

本“协议”由\_\_\_\_\_（以下简称“公司”）与\_\_\_\_\_（以下简称“雇员”）根据“雇员手册”第viii(2)款签署，“协议”内容如下：

ii. 以下为标准的“parties”条款：

3. this agreement is made and entered into this \_\_\_\_\_th day of \_\_\_\_\_ in the year of \_\_\_\_ by and between \_\_\_\_\_\_, a company duly organized and existing under and by virtue of the laws of \_\_\_\_\_\_, with its principal place of business at \_\_\_\_\_ (hereinafter referred to as “\_\_\_\_\_”), and \_\_\_\_\_\_, a company duly organized and existing under and by virtue of the laws of \_\_\_\_\_, with its principal place of business at \_\_\_\_\_ (hereinafter referred to as “\_\_\_\_\_”), whereby it is agreed as follows:

本合约由\_\_\_\_\_\_，在\_\_\_\_\_法律之下并凭该等法律正式组织并存在的公司，其主要营业地点在\_\_\_\_\_\_（下称\_\_\_\_\_），与\_\_\_\_\_，在\_\_\_\_\_法律之下并凭该等法律正式组织并存在的公司，其主要营业地点\_\_\_\_\_\_（下称代理人），于\_\_\_\_\_日签订和缔结，协议如下：

iii. “recitals”由数个以\"whereas\"字样开头的句子所组合而成（这些句子俗称为“whereas clauses”），表示当事人乃是在基于对这些事实（例如订约的目的、背景来由等）的共同认识，订立此合约。

4. this agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_ by and between \_\_\_\_\_\_\_, a company duly organized and existing under and by virtue of the laws of \_\_\_\_\_\_, with its principal place of business at \_\_\_\_\_\_ (hereinafter referred to as “\_\_\_\_\_”), and \_\_\_\_\_\_, a company duly organized and existing under and by virtue of the laws of \_\_\_\_\_\_, with its principal place of business at \_\_\_\_\_\_ (hereinafter referred

to as “\_\_\_\_\_”)

witnessed

whereas, now therefore, the parties hereto agree as follows:

本合约由\_\_\_\_\_，在\_\_\_\_\_法律之下并凭该等法律正式组织并存在的公司，其主要营业地点在\_\_\_\_\_\_（下称\_\_\_\_\_）（或下称供应商），与\_\_\_\_\_\_\_，在\_\_\_\_\_法律之下并凭该等法律正式组织并存在的公司，其主要营业地点\_

鉴于

因此，双方当事人达成以下协议：

注：witnessed可以用withnessth、withnessth that等来代替。

iv. 在很多美国常用合同中，在很多情况下直接用recitals引导数个陈述语句或“whereas clauses”。下面为一个资产购买协议实例：

this asset purchase agreement (the \"agreement\") is made and entered into as of may 19, 1997 by and among aaa, a delaware corporation (\"aaa\"), bbb, a delaware corporation and wholly-owned subsidiary of aaa (\"buyer\"), ccc (\"summit\"), and ddd, an oregon corporation and wholly-owned subsidiary of summit (\"seller\").

recitals

a. the boards of directors of each of summit, seller, aaa and buyer believe it is in the best interests of each company and their respective security holders that buyer acquire certain listed assets and assume certain listed liabilities of seller (the \"acquisition\").

b. on the date hereof, buyer has executed a $2,000,000 irrevocable purchase order to purchase 400 time-based licenses for summit\'s visual hdl interfaces for visual test bench (\"vtb\") software on aaa\'s standard form of purchase order, which is payable within five (5) business days after the date hereof.

now, therefore, in consideration of the covenants, promises and representations set forth herein, and for other good and valuable consideration, the parties agree as follows:

2.定义 definition

在正文（habendum）部分，通常第一章为定义（definitions）部分。

定义条款即对合同中涉及的术语及名词作出限定、解释的条款。它可以散见于合同各个部分，但对于一些大型的、重要的合同，通常将其置于第一章。

i. 常见的定义语句常用mean, refer to, be construed as, include等来表达。如：

1. \"territory\" means the united states of america.“销售地区”是指美利坚合众国。

2. “commencement date” shall mean the date of signing this agreement by the last signing party hereto.

“协议生效日”是指本“协议”最后签字的一方签署本“协议”的.日期。

3. the “agreement” herein referred to shall mean this agreement of agency by entrustment.

“协议”在这里是指本委托代理协议。

4. “code” shall refer to the current and applicable internal revenue code.

“法”是指当前可用的国内税收法。

5. reference to any statutory provision shall be construed as a reference to the same as it may have been, or may from time be, amended, modified or re-enacted.

引用法律规定理解为引用其本身外，还包括其修订、修正或重新实施案。

6. \"expenses\" include costs, charges and expenses of every description. “费用”包括各种形式的金钱支出。

ii. 还有一类特殊的定义语句，即对于「单、复数」及「阴、阳性」名词的范围定义。通常都是用include来表达：

1. \"stock certificate\" includes \"stock certificate\" and \"stock certificates\".

合同中的“股票”，包括单数与复数。

2. \"he\" includes \"he\" and \"she\".

合同中的“他”，包括“他”与“她”。

3. words using the singular or plural number also include the plural or singular number.

采用单数或复数的单词也包括复数或单数。

iii. 定义语句中，有时需限定范围。而通常用得最多的是：“for the purpose of ”及“in relation to”某概念的定义条款，如果适用范围仅限于合同的“特定部份”，可以用“for the purpose of ”来为定义条款起头。而如果定义条款是针对合同的“特定概念”，就用“in relation to”来界定。如下例：

1. for the purpose of this agreement, \"products\" means all types of the machineries manufactured by manufacturer as are specified in attachment

a hereto.

本协议所称的“产品”，指制造人所制造如附件a表列之各式机器。

2. \"address\" means－

(a) 就自然人而言in relation to an inpidual, his usual residential or business address; and

(b) in relation to a corporation, its registered or principal office in the republic of china.

“地址”就自然人而言，指通常之居所或工作场所；就公司而言，指位于中华人民共和国之注册所在地或主营业所。

iv. 在定义条款中，在定义语句前有时会加上一些陈述语句来引导，如：

本DOCX文档由 www.zciku.com/中词库网 生成，海量范文文档任你选，，为你的工作锦上添花,祝你一臂之力！