# 转正邮件通知范文英文大全优选5篇

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*转正邮件通知范文英文大全 第一篇包装PackingForward Bicycle Co. Ltd987 Jiangnan Road, Kunshan, Jiangsu, ChinaTel： (0520) 500000 Fax ： (0520...*

**转正邮件通知范文英文大全 第一篇**

包装Packing

Forward Bicycle Co. Ltd

987 Jiangnan Road, Kunshan, Jiangsu, China

Tel： (0520) 500000 Fax ： (0520) 500001 Zip Code： 215300

February 1, 199#

Gulf Commercial Center

P. O. Box 376

Abu Dhabi

U. A. E

Attention ： Mr. Y. Mohammed

Dear sirs,

The 12,000 cycles you ordered will be ready for dispatch by 17th December. Since you require them for onward shipment to Bahrain, Kuwait, Oman and Qatar, we are arranging for them to be packed in seaworthy containers.

Each bicycle is enclosed in a corrugated cardboard pack, and 20 are banned together and wrapped in sheet plastic. A container holds 240 cycles; the whole cargo would therefore comprise 50 containers, each weighing 8 tons. Dispatch can be made from our works by rail to be forwarded from Shanghai harbour. The freight charges from works to Shanghai are US$80 per container, totally US$ for this cnsignment, excluding container hire, which will be charged to your account.

Please let us have your delivery instruction.

Yours faithfully,

Kang Zhuang

General Manager

**转正邮件通知范文英文大全 第二篇**

notice

boys and girls,

our school will have a meeting on the playground at 3:00 p. m. on june 18th. the meeting is about being (keeping)away from net bars and refusing unhealthy publications. we\'ll visit a picture show about healthy knowledge after the meeting. please get there on time with your chairs. that\' s all.

thank you.

the students\' union

**转正邮件通知范文英文大全 第三篇**

鲍风华，男，1970年4月出生，xx县xx镇人，xxx党员，现为xx市印染有限责任公司电工班班长。

20xx年11月进入公司，当时公司刚刚转制，由以前的一个乡镇老厂转制而来，怎样搞活经济，怎么开展各项管理工作都有待提高，鲍风华发挥自己的特长和自身优势，担任电工班长，虽然学历不算很高，但凭借刻苦钻研、请教师傅，能熟练看懂各类电器、电路，对各种进口设备的电器原理能很好的掌握，深受公司领导赏识。在公司实行技术改造过程中，鲍凤华一头扎进工作中，加班加点，不顾辛苦，对公司新厂房，新技改方案提出了不少的建议和意见，使公司技改工作得到很好的推进。

而在工作中遇到问题，鲍风华总是坚持从自身做起，加强责任心，提高工作效率，在执行任务时做到坚持原则、雷厉风行。针对工作中存在的问题进行分析和总结，加强人员思想教育，增强防范意识。他总是把公司利益放在第一位，想公司所想，急公司所急，时常带领全班对公司的不安全隐患进行检查，避免发生电器老化和机械隐患，从而保障公司及员工的生命财产安全。因此，也曾多次被公司评为“优秀员工”。

在工作上，鲍风华对于生产中碰到的问题，总是积极地和大家共同探讨，群策群力把问题解决掉。平时团结和关心每一位员工，充分调动每一位员工的力量和智慧，按时按质地完成公司下达的任务。本篇文章来自资料管理下载。同时带领广大员工特别是技术骨干参与技术改造，提高产品质量和产量，降低消耗。公司每新进一批设备，都带领班组积极参与，以最快的速度，最好的技术，完成公司的任务。

20xx年金融危机和国内原材料大幅度涨价，使公司利润和定单明显下降。为此公司领导要求生产部门想尽各种办法，降低原材料损耗及生产成本，在销售价格不变的情况下，努力提高产品的竞争力，共渡难关。为了提高产品档次，公司自20xx年开始技改，主要是新厂房建设和节能降耗的改造，为了完成公司下达的任务，鲍风华带领电工班组，不怕脏，不怕累，对每个可节约的生产环节进行了探讨，绞尽脑汁，想尽所有可行的办法。那些日子，他总是早早地来到办公室，给工作团队开早会，布置好每个人的任务，然后一头扎进车间。因为工程进度的需要，有时下班很晚，但还是坚持工作，期间也想到了一些节能降耗的好方案。尤其是变频技术的改造，对公司节能降耗有大的贡献，降低了产品的能耗，提高了产品的竞争力，再一次得到了公司领导的肯定。

在这几年中，鲍风华不仅不断钻研业务，同时学习技术和传授技术，更学会了如何做一个勤劳、诚实、守信的人。我深知质量是企业的生命，没有质量，企业就无法生存，无法发展，质量的保证是需要先进的设备、先进的管理、先进的技术，先进的员工。作为新居民但同样也是公司的一员，他不管是在什么场合，都要以主人翁的态度去面对一切，如何全心全意为企业服务，为广大新居民做一个好榜样，带一个好头，是他考虑最多的一个问题。本篇文章来自资料管理下载。所以每时每刻在思想上、行为上始终以一个xxx员的高标准严格要求自己，约束自己，自觉做到吃苦在前，享受在后，克已奉公，兢兢业业。同时，在工作及处理问题上做到公正、公平、公开，做到表里如一，言行一致，光明正大，得到了员工们的认可，也起到了模范表率的作用。

来已10多年，跟xx人民结下了深厚的友情，他吃苦耐劳，在异乡的工作岗位上，做了自己能做的奉献，带领了一批人艰苦创业，是新时期新xx人“敬业奉献，猛进如潮”的的精神体现。

**转正邮件通知范文英文大全 第四篇**

定购与确认OrdersandAcknowledgment

20xx-08-26

Glory THE GLORY GLASS CO. LTD.

108 Laoshan Road Qingdao Shangdong China

Tel： (0532) 500 000 Fax： (0532) 500 001 Zip： 266000

September 30, 200#

Hamzza A. Sesay

Managing Director

The Sesays\' International Co. Ltd.

101 Long Street

Capetown

South Africa

Dear Mr. Sesay：

We thand you for your fax of September 27, together with your orders and . has been added to your Christmas order and is being made ready for immediate dispatch. We regret that we are still unable to supply xxxLuxuryxxx champagne glasses, but we are sending you xxxBlissxxx, the alternative marked on your order.

We were very gratified to learn of the success you are having with our glassware , and we shall be pleased to discuss your reques for more favourable terms. When our representative, Mr. Zhao, calls on you in the new year, he will make you an offer which we feel sure will meet with your approval.

we send you our warmest congratulations on your increased business with us and look forward to further increases to our mutual benefit.

Yours faithfully

Rui Xuezhen

Sales Manager

**转正邮件通知范文英文大全 第五篇**

询价Inquiries

cathay Business Machines Import & Export Corporation

20xx Century Boulevard Pudong, Shanghai 20xx06, China

Tel： Fax：

September 5, 20xx

Universal Software, Inc.

2468 Oak Street

San Francisco CA94105

Ladies/Gentlemen：

From the latest issue of Computer World we have learned about your Business Guide software package for IBM-compatible PCs. We would like to find out more information about the package because we think it might be appropriate to the needs of our customers.

Would you mind answering the following questions?

1. Is the program an integrated package, or does it come in several modules?

2. Can the user swith from function to funtion without down-loading?

3. Can the user customize the billing periods?

4. Is there any provision for security?

5. What is the price of the software?

If you have a brochure that describes the package, we would appreciate you sending it along.

Sincerely yours.

SHEN Husheng(Mr.)

Import Manager

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