STAGE3

挨拶など

通知

67. 異動の通知をする

Subject: I’ll be transferred

Dear Ms. Gordon:

As of January 1st, I will be transferred to our Tokyo headquarters.

I have been appointed as Managing Director of Overseas Sales. Ms. Saito will take my position.

Thank you very much for your support during the past three years.

I hope I will have the opportunity to work with you again.

Sincerely yours,

Kyoko Nakayama

68. 退職の通知をする

Subject: Notice of Resignation -John Huey

Dear Mr. Li :

I’ll be leaving ONS Company Ltd, on August 31st.

I have decided to return to my home town to join the family business.

My successor will be Mr. Ono. I would like to thank you for your support during these past years.

I have enjoyed working with you and your staff.

I wish you and your company all the best.

Yours sincerely,

John Huey