

**No.**

**Topic:** Resigning (辞職)

**Material:** Business English (Office Situation)

**Obejctives:**

At the end of the lesson, the students will be able to:

1. Be familiar of the words appropriate for this kind of situation.
2. Know the things to be considered and should be done when writing a resignation letter.
3. Have an idea on the process of resigning.

### **WARM-UP: PICTURE DESCRIPTION**

Directions: Use your own words to describe the picture below.

(知っている単語を使用し下記の写真の説明をして下さい)



Guide Questions

1. What can you say about the man's facial expression?
2. Why do you think there were a lot of used papers beside him?
3. Why do you think the man in the picture wanted to write a Resignation Letter?

### **WRITING: HOW TO WRITE A RESIGNATION LETTER**

**Arrange in a sequence:** Below are the guidelines in writing a Resignation Letter. Arrange the following tips in the best order they should come.

(彼らが来なければならないという最高の形で、以下を配置して下さい)

\_\_\_\_\_ Mention how your work in the company has greatly helped you improve your skills and gain more experience.

\_\_\_\_\_ Close your letter by a positive paragraph indicating how thankful you are for being part of their company and a hope that they will positively respond in your letter.

\_\_\_\_\_ Give your employer proper notice regarding your resignation. Give notice of not less than two weeks so that your employer will have enough time to look for your replacement.

\_\_\_\_\_ Indicate the last date you will be working for the company.

\_\_\_\_\_ State your reasons for leaving in a most respectful and professional manner as possible.

(ANSWER: 35124)

## WRITING PRACTICE

**Situation: Mr. Allan Santos is writing a Resignation Letter to Ms. Nata. Supply the missing parts of his letter from the word bank/phrases provided below.**

(下記で与えられている言葉から、彼の手紙のなくなった部分を埋めて下さい)

**Hermano Export Inc.**  
**02/14/14**  
**Yours sincerely**  
**SpeakOne**

**Legal Assistant**  
**Operation Manager**  
**for all the opportunities you have given me in this company**  
**and the company a more successful and productive year**  
**the support you have given me since the first day of my work**

January 12, 2013

Dear Ms. Nata

I would like to inform you that I am resigning from my position as \_\_\_\_\_ for \_\_\_\_\_ . My last day of employment will be \_\_\_\_\_ .

I have accepted an offer of employment at \_\_\_\_\_ as \_\_\_\_\_ .

I would like to thank you \_\_\_\_\_ .  
Thank you very much for \_\_\_\_\_ .

I wish you \_\_\_\_\_ . Please let me know if I can be of assistance during the transition of the new person into their role.

Thanks again for everything.

\_\_\_\_\_ ,

Mr. Allan Santos

## QUESTION AND ANSWER : 質問に答えて下さい

1. What do you think are the reasons why workers decide to resign?
2. Was there an instance when you submitted a Resignation Letter to your boss?
3. What are the other tips you can give to have a convincing Resignation Letter?