





Express gratitude to someone using the formal or informal expressions.

Say **'Thank You'** to a:

1 Friend

2 Colleague

3 Client

4 Family Member



Introduce today's sentences.

Grammar Focus

- I would like to + verb
- I appreciate the opportunities for + noun
- Thank you for + noun

Key Expressions

- I would like to inform you that I am resigning from my position.
- Thank you again for the opportunity to work with you.



Listen to the teacher and repeat.



resignation



gratifying



freelance



replacement

 Read the resignation e-mail.

Dear Mr. Robert:

I would like to inform you that I am resigning from my position, effective October 31, 2021.

I appreciate the opportunities for professional development that you have provided me over the past four years. Contributing to the graphic design department has been an immensely rewarding experience for me, and I feel grateful to have started my career alongside such a dedicated team.

I have accepted a position in graphic design in Canada. While my experience at EduGraph Studio was gratifying and fulfilling, I am excited to pursue graphic design overseas.

If I can be of any help during this transition, please let me know. I am willing to help out with freelance work until you find a replacement.

Thank you again for the opportunity to work with you. I wish you all the best and look forward to staying in touch. You can email me at ayadams000@gmail.com.

Sincerely,

Aya Adams

Senior Graphic Designer

Learn the structure of the letter.

To: steverobert123@gmail.com
From: ayadams000@gmail.com
Date: October 1, 2021
Subject: Resignation – Aya Adams

Dear Mr. Robert:

I would like to inform you that I am resigning from my position, effective October 31, 2021.

I appreciate the opportunities for professional development that you have provided me over the past four years. Contributing to the graphic design department has been an immensely rewarding experience for me, and I feel grateful to have started my career alongside such a dedicated team.

I have accepted a position in graphic design in Canada. While my experience at EduGraph Studio was gratifying and fulfilling, I am excited to pursue graphic design overseas.

If I can be of any help during this transition, please let me know. I am willing to help out with freelance work until you find a replacement.

Thank you again for the opportunity to work with you. I wish you all the best and look forward to staying in touch. You can email me at ayadams000@gmail.com.

Sincerely,
Aya Adams
Senior Graphic Designer

Resignation Email

- 1 Recipient's Email Address
- 2 Sender's Email Address
- 3 Date of sending the email
- 4 Subject – sender's name
- 5 Salutation
- 6 Body
 - Reason for writing
 - Effective date
 - Gratitude
 - New career field
 - Transition details
- 7 Closing Salutation
- 8 Name, Position, Signature



Learn the expressions.

Expressions used to give reasons for writing the email

- **I would like to inform you that ...**
I would like to inform you that I am resigning from my position as a graphic designer.

- **Please accept this message ...**
Please accept this message as formal notice that I am resigning from my position.


- **I regret to inform you that ...**
I regret to inform you that I will be leaving the XXX company in two week's time.

Expressions used to show gratitude

- **I appreciate the opportunities for ...**
I appreciate the opportunities for professional development you provided.

- **Thank you so much for ...**
Thank you so much for letting me know my strengths and overcome my weaknesses.

- **I am grateful for ...**
I am grateful for the chance to work alongside such a dedicated team.



Write T if the statement is true and F if it is false.

- 1 A resignation email is sent to a colleague to notify them that you are leaving your job.
- 2 The sender's name can be found at the end part of a resignation email.
- 3 You don't have to put your full name in the subject line of the email.
- 4 The effective date of resignation should be written in the first part of the body paragraph.
- 5 You should provide your contact information if you wish to remain in contact with your employer.



Situation: Your colleague is planning to resign from work by the end of the month. Help him/her write a resignation letter.

- * I would like to + verb
- * I appreciate the opportunities for + noun
- * Thank you for + noun



Read what we learned today.



- **Word Focus**

- resignation gratifying
- freelance work replacement

- **Grammar Focus**

- ■ I would like to + verb
- ■ I appreciate the opportunities for + noun
- ■ Thank you for + noun