

Lesson 19 Resignation

New words 1:

不好意思	bùhǎoyìsi	sorry
辞职	cízhi	resign
不得不	bùdébù	have to
离开	líkāi	leave
辞职信	cízhìxìn	letter of resignation
谅解	liàngjiě	forgive/understand
贡献	gòngxiàn	contribution

Dialogue 1:

Andy: Zhāngmíng, nǐ yǒu shénme shì?
Andy: 张明，你有什么事？
Zhāngmíng: Jīnglǐ, zhēnbùhǎoyìsi, wǒ shì lái xiàng nín cízhí de.
张明：经理，真不好意思^①，我是来向您辞职的。
Andy: Cízhi? Wèishénme?
Andy: 辞职？为什么？
Zhāngmíng: Jiālǐ yǒushì, wǒ bùdébù líkāi Běijīng le. Suǒyǐ xiǎng xiàng nín cízhí. Zhèshì wǒde cízhìxìn, qǐngnín liàngjiě.
张明：家里有事，我不得不^②离开北京了。所以想向您辞职。这是我的辞职信，请您谅解。



Andy: Hǎode. Wǒ kànyíxià, Xièxiè nǐ zhèxiēnián duì gōngsī suǒ zuò de gòngxiàn.
Andy: 好的。我看一下，谢谢你这些年对公司所做的贡献。
Zhāngmíng : Zhèshì wǒ yīnggāi zuòde!
张明：这是我应该做的^③！

Andy: *What is the matter, Zhang Ming?*
Zhangming : *I am sorry. I' ve come to resign.*
Andy: *Resign? Why?*
Zhangming : *I have to leave Beijing because of family issues. So I' ve come to resign and this is my letter of resignation. Please understand.*
Andy: *OK. Thank you for your contribution to our company over the past years.*
Zhangming : *It' s what I need to do.*

New words 2:

尊敬	zūnjìng	dear/respected
照顾	zhàogu	take care of
遗憾	yíhàn	sorry/regret
深思熟虑	shēnsīshúlǜ	deliberation
发展	fāzhǎn	develop



顺利	shùnlì	all right
不断	búduàn	constant
壮大	zhuàngdà	stronger
领导	lǐngdǎo	lead
健康	jiànkāng	health

Letter of resignation

Cízhíxìn 辞职信

Zūn jìngde jīnglǐ :

尊敬的经理：

Nǐnhǎo!

您好！

Fēicháng gǎnxiè zhèxiē nián nín duì wǒ de zhào gu yǔ bāngzhù. Dànshì feicháng yíhàn, wǒ yīnwéi jiālǐ yǒushì, bùdé bù líkāi Běijīng, suǒyǐ jīngguò shēnsī shúlǜ, wǒ juédìng cíqù xiànzài de gōngzuò.....

非常感谢这些年您对我的照顾与帮助。但是非常遗憾，我因为家里有事，不得不离开北京，所以经过深思熟虑，我决定辞去现在的工作……

Zuìhòu, yùzhù gōngsī fāzhǎn shùnlì, búduàn zhuàngdà! Tóngshí yězhù gōngsī lǐngdǎo, tóngshí shēntǐ jiànkāng, gōngzuò shùnlì!



最后，预祝公司发展顺利、不断壮大！同时也祝公司领导、同事身体健康，工作顺利！

Cǐzhì

此致^⑤

Jìnglǐ

敬礼

Zhāngmíng

张明

09nián 11yuè25rì

09年11月25日

Letter of resignation

Dear Manager,

I really appreciate your help and care over the past few years. I have to leave Beijing because of family issues and after deliberating I have decided to resign.

I hope that your company can develop well, constantly expand and that all leaders and colleagues can be wealthy and healthy.

Yours,

Zhangming

Nov. 25, 2009



Notes:

① 真不好意思

This sentence is often used when making an apology.

② 不得不

“不得不” (*bùdébù*) means “have to”

e.g.

Wǒ bùdébù huíjiā le, tiān tài wǎn le!

我不得不回家了，天太晚了！

I have to go home, it's too late.

③ 这是我应该做的！

This sentence is used to show modesty when being praised by leaders or people older than you.

④ 决定辞去我现在的工作

“决定” (*juéding*) means “decide” .

Someone+决定+sth

e.g.

Wǒ juéding xiān huíjiā, ránhòu zàiqù xuéxiào.

我决定先回家，然后再去学校。

I decided to go home first and then go to school.

⑤ 此致…敬礼

Is a common method for ending letters in China

and is used to show respect to the addressee.

Key sentences

Zhēn bùhǎoyìsi.

1) 真不好意思。

Wǒ bùdébù líkāi Běijīng le.

2) 我不得不离开北京了。

Xièxiè nǐ zhèxiēnián duì gōngsī suǒ zuò de gòngxiàn.

3) 谢谢你这些年对公司所做的贡献。

Juéding cíqù wǒ xiànzài de gōngzuò……

4) 决定辞去我的工作……

Exercise:

1、替换 (Substitution)

1) 天黑了，今天的工作
今天没有带钱，我
明天要面试，今天

不得不

结束了。
走回家了。
准备一下。

Tiānhēi le, jīntiān de gōngzuò
Jīntiān méi dàiqián, wǒ
Míngtiān yào miànshì, jīntiān

bùdébù



jiéshù le.
zǒu huí jiā le
zhǔnbèi yíxià.

2) 我决定

给全体员工加薪。
与 AA 公司合作！
再购买一批电脑。

Wǒ juéding

gěi quánǎn tǐ yuán gōng jiā xīn.
yǔ AA gōng sī hé zuò!
zài gòu mǎi yì pī diàn nǎo.

2、说汉语 (*Speak Chinese*)

Please write a resignation letter with your reasons for why you want to leave.