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Unit 5 祝贺信 欢迎信
不仅是主方出于礼节对客方的一种友好表示。欢迎信不宜写得过长，但要求写得真切，表明客方对主方的重要性，以及主方公司的诚意。

1. 欢迎新客户 Welcoming new customers
Dear [Mr Forster]: It is great pleasure to welcome your patronage of [W. H. SMITH]. We hope to add your name to our list of satisfied [customers]. We try to show our appreciation for the business we receive by providing your money ' s worth in [service]. It is our sincere wish to make your [shopping] here as pleasant as possible. We are ready and eager to serve you. Cordially, 亲爱的[福斯特先生]：您能光顾[W. H. SMITH联营商场]是我们的莫大荣幸。我们希望能将您的名字收入我的的满意[顾客]名单。我们力求通过在[服务]上为您提到优质服务以显示出我们对经营的热忱。我们由衷地希望能使你在此[购物]达到尽善尽美。我们恭候您，并竭诚为您服务。

2. 欢迎新同事

Welcoming a new comer
Dear [Mr. J. R. Smith]: It is a great pleasure to welcome you to our organization. The work you have done in [electronics] at [Toronto], indicates that we are fortunate to have you joining us at [Electronics] as [an engineer]. You ' ll be working with many congenial people, and I ' m sure you ' ll find them capable and cooperative. Let ' s get together for a chat, as soon as you are settled. Meanwhile, if there is anything I can do for you, just let me know. Yours, 亲爱的[J. R. 史密斯先生]：您能参加我们的

组织，我们感到非常高兴。您在[多伦多]所从事的[电子]方面的工作表明我们很幸运能有您这样的[工程师]加盟我们[电子公司]。您将与许多志趣相投的同行一道工作。我相信，您会发现他们很能干，而且很合作。您安顿一下之后，让我们聚在一起叙谈一下，如果我们能为您做些什么，请告诉我们。

Unit 6 聘请信 聘请信主要用于聘请对方前来工作，讲学等，这种信需写清聘请的目的及给予对方的待遇。有时也可写上一些对对方表示崇敬的词语。另外还需写清聘请的期限。 1

· 聘请客座教授 Employing a visiting professor Dear [Prof. Smith]: [The English Department of Beijing Languages Institute] is pleased to appoint you to be [a visiting professor], for the term of [one year and a half], starting on [February 22, 1993]. The Department will provide office space and library facilities. You will of course be welcome to participate fully in our teaching programs, including, classes, seminars, and informal discussions. [The Institute] will pay fees according to the contract of engagement enclosed here-with. The Department joins me in the hope that you will be able to take up this appointment. Truly yours, 亲爱的[史密斯教授]: [北京外国语学院英语系]准备聘请您为[客座教授]，为期[一年半]，从[1993年2月22日]起，我系将提供办公室和图书馆一切方便，欢迎您参加我们全部的教学项目，包括上课，研究班讨论会及非正式讨论。[我校]交按照所附合同条款支付酬金。我系全体成员都希望您能接受这一职位。此致敬礼！

2. 聘请顾问 Employing a consultant Dear [Dr. Boffin], It is a great pleasure to hear from [Dr. May] that you are coming to China for a short visit. I would like to take this opportunity to invite you to

be our consultant in our [hospital]. With your profound knowledge and experience in the [medical field], I ' m sure that you will help our [hospital] tremendously. Let me thank you in advance for your assistance. Please accept my warm welcome and sincere invitation. I ' m looking forward to hearing from you soon. Sincerely yours, 亲爱的[鲍菲博士]：据[梅博士]函告，您将来华做短期访问，故冒昧给您写信，想请您担任我[院]的[顾问]。由于您在[医疗]方面学识渊博，经验丰富，对我[院]一定大有帮助，恭候佳音，并盼忽闻却是幸。 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com