商务通用公文及社交公文之祝贺与慰问(1) PDF转换可能丢失 图片或格式,建议阅读原文

https://www.100test.com/kao_ti2020/503/2021_2022__E5_95_86_E 5_8A_A1_E9_80_9A_E7_c85_503807.htm 1.祝贺总经理任职Dear Mr.Green, We learned from your company 's May 1st announcement that you have been named President of J.J.Chemical Industry Co., Ltd. Please accept our warmest congratulations on your appointment. Our thoughts and best wishes are with you as you take up your new and important position. It is our sincerest hope that the close relationship existing between our two companies will continue and perhaps even be strengthened further, and I look forward to being able to contribute to our mutual benefit. Once again,congratulations. Yours sincerely, 2.祝贺晋升Dear Zhang Ling: How pleased I feel when I heard you have been promoted to the position of Credit-Manager. I really think that you deserve the position because of your extensive experience, diligence and outstanding intelligence. My congratulations should also be extended to the president of your bank. He has such a good sense to find the best person. Congratulations on your well-deserved promotion. Truly Yours, 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