

Dear Mr Mancini

I'm writing because I've decided to leave my job at the company at the end of next month. After working here for five years, it's obviously been a difficult decision to make, and I'm still not absolutely sure if I'm doing the right thing.

My reason for leaving is that the opportunity has come up to work on an environmental project in Alaska. As you know, I'm fascinated by how people survive in cold climates, and a chance like this may not come again. I'll initially be working as an office manager there, too, but I hope to get involved in some of the research.

I won't be leaving for another five weeks, but as you'll need time to find someone to take over from me, I wanted to give you as much notice as possible. Hopefully, that will allow me to give my substitute some training before I go, although unfortunately I won't get to see our new offices.

I'd like to take this opportunity to thank you for all the support and training you've given me. Skills like touch typing, using spreadsheets and website editing will definitely be useful to me in the future.

Yours sincerely,

Lucy Hargreaves

3 Read Lucy's email again. In which paragraph does she ... ?

- 1 explain what her plans are _____
- 2 express her gratitude to the company _____
- 3 give her reason for writing _____
- 4 talk about her leaving arrangements _____
- 5 say how she feels about her decision _____

Writing skills: using adverbs

4 Look at the underlined adverbs in the email. Circle the correct word before or after to complete the rules.

Most adverbs can go (1) *before / after* the main verb but (2) *before / after* be and auxiliary verbs. However, they go (3) *before / after* contracted auxiliary verbs and modals. Some adverbs can also go (4) *before / after* the subject at the start of a clause. These include *obviously, initially, hopefully* and *unfortunately*.

5 Match the adverbs in the email with these words and phrases.

- 1 I hope that _____
- 2 without a doubt _____
- 3 at first _____
- 4 I am sad to say that _____
- 5 completely _____
- 6 it is clear that _____

Language focus: *as* and *like*

6 Find examples in the email of these different meanings of *as* and *like*.

As

1 to talk about a person's role or job:

2 to say that two things are equal:

3 to refer to what is known:

4 to give the reason for something:

Like

5 to give examples:

6 to say one thing is similar to another:

7 to talk about what you want to do:

7 Complete the sentences with *as* or *like*.

1 *As / Like* you're leaving soon, could you start clearing things out of your office?

2 I has a job *as / like* a secretary before I worked here.

3 I've never been to a cold place *as / like* Alaska.

4 *As / Like* I said in my email, I'm leaving at the end of next month.

5 It seems *as / like* a really interesting opportunity.

Preparing to write

8 Read the Writing task below. Think about a job you do or have done, or invent one. Then make notes about why you want to leave the job and what you would like to do instead.

Writing

You have decided to leave your job. Write a letter of resignation to your boss in which you explain why you want to leave and what your plans are. Also say why you are happy or unhappy about the time you've spent in the job.

Useful language

- I'm writing because I've decided to
- After working here for (five) years, it's ...
- I'm still not sure if ...
- My reason for leaving is that ...
- As you know, I'm ...
- I hope to ...
- I won't be leaving for another (five) weeks, but / so ...
- Hopefully, that will allow me / you to ...
- I'd like to take this opportunity to thank you for ...
- I'd like to tell you how ... I am that ...

