# CHAPTER 2　ビジネスEメールの文例と言い換え表現

## 7人事

### 69新社員の受け入れ（p. 237）

件名

Welcoming our new hire

あいさつ・用件

Hi Nick,

On August 1, we will welcome a new hire, Anna Li. She will join us as data analyst, supporting XX project, working in your team.

本文・詳細

I would like you to ensure that Anna transitions smoothly to her new position and the team. Thanks to your experience and positive attitude, I have selected you to serve as Anna’s supervisor and work with her during the first month of employment.

I would like you to:

•Welcome Anna on her first day.

•Introduce her to our staff.

•Provide basic information about our system and office environment.

I appreciate your kindness to make her onboarding as smooth as possible.

締め・ネクストステップ

If you have any questions or would like to discuss how to welcome Anna on her first day, please let me know.

Best,

Ryo Kikuchi

### 70新社員の初日歓迎（p. 239）

件名

Welcome to our Team!

あいさつ・用件

Dear Sam,

Welcome to our Team! It is with great pleasure that I welcome you to the consulting team at YY design. We are excited to have you join our team, and we hope that you will enjoy working with our company.

本文・詳細

On the first Monday of each month we hold a special staff lunch to welcome any new employees. Please be sure to come next week to meet all of our senior staff and any other new members who have joined us this month. Alice Eldred will email you with further details.

締め・ネクストステップ

If you have any questions during your training period, please do not hesitate to contact me. You can reach me at my email address or on my office number at 888-8888.

Warm regards,

Jamie Matsuyama

Executive Consultant

YY Design

### 71上司への退職届（p. 241）

件名

Resignation

あいさつ・用件

Dear Mr. Shimizu,

Please accept this email as notice that I will be resigning from my job here at DBB Corporation three weeks from today’s date.

本文・詳細

Thank you for the support and the opportunities you have provided me over the course of the last three years. You have created a positive atmosphere that makes the whole team happy, and I will miss you a lot.

締め・ネクストステップ

If I can do anything to help with your transition in finding my replacement, please let me know.

Sincerely,

Karen Chew

### 72退職届の受理（p. 243）

件名

Your Resignation is Accepted

あいさつ・用件

Dear Mary,

This morning, regretfully, I received your letter of intent to resign from your position as human resource manager.

本文・詳細

I accept your resignation and appreciate you giving me sufficient notice to find a competent replacement. You have been an excellent employee and it was a true privilege to have someone like you on my team. Finding someone to fill your shoes will be no easy task.

締め・ネクストステップ

Wishing you the best of success in your next mission.

Best regards,

Yoshiko

### 73同僚への退職通知メール（p. 245）

件名

Hiromi Yamanaka—Update

あいさつ・用件

Hello All,

After three great years, I am leaving my position at BCD Network.

本文・詳細

It was amazing to work with such talented people. I am particularly proud of the teamwork we showed in winning our biggest account to date, the XYZ company.

Although I will miss our lively staff meetings, I will bring BCD’s unique spirit of collaboration to my new position.

締め・ネクストステップ

Feel free to reach me at hiromiyamada@cmlanguage.com. Amber can handle any questions that arise during this transition.

Thank you again.

Best regards,

Hiromi Yamanaka

### 74退職することを同僚に伝える（p. 247）

件名

Moving On

あいさつ・用件

Hi John,

I’d like to let you know that I am leaving my position at ABC Consulting on June 30. I have enjoyed my tenure at ABC, and I appreciate having had the opportunity to work with you. Thank you for the support and encouragement you have provided me during my time at ABC.

本文・詳細

Even though I will miss my colleagues, clients, and the company, I am looking forward to starting a new phase of my career.

締め・ネクストステップ

Please keep in touch. I can be reached at my personal email address (aiishii@example.com) or my cell phone, 555-555-5555. You can also reach me on LinkedIn (linkedin.com/in/aiishiicmlanguage).

Thanks again. It’s been a pleasure working with you.

Best regards,

Ai Ishii

### 75転職による退職を伝える（p. 249）

件名

Notice of Resignation—Jane Suzuki

あいさつ・用件

Dear Ms. Kensington,

Please accept my regrets in resigning from my position as PR Manager, effective two weeks from today’s date.

本文・詳細

I will be working for a local organization and look forward to the new direction in my career, even though I will miss my work with you.

Thank you for the support and the opportunities that you have provided me during the last several years. I have enjoyed my tenure with the company.

締め・ネクストステップ

If I can do anything to help ease the transition for my colleagues, please let me know.

I wish you and the company all the best. I do hope our paths cross again in the future.

Best regards,

Jane Suzuki

### 76定年退職（p. 251）

件名

Announcement of my retirement

あいさつ・用件

Dear Mr. Jackson,

I write this email to announce my formal retirement from Tanaka Corporation as executive director, effective as of January 31.

本文・詳細

I would like to thank everyone for all the great opportunities you have given me as an employee at Tanaka Corporation. I have enjoyed working with and learning from my colleagues and clients for the past 20 years and am ready to move on to the next phase of my life.

締め・ネクストステップ

Please let me know if I can be of any assistance during this transition.

Sincerely,

Rie Matsuda

### 77家庭の事情で退職する（p. 253）

件名

Resignation—Jane Yoshimoto

あいさつ・用件

Dear Jack,

I regretfully submit my resignation from my position as marketing director, effective two weeks from today.

本文・詳細

Although I love my job, my first priority is my family, and I have decided to stay home with my newborn child.

締め・ネクストステップ

Thank you so much for all of the opportunities and experiences you have provided me during my time with the company.

I appreciate your support and understanding, and I wish everyone a successful future. Please let me know if there is anything I can do to alleviate the transition.

Sincerely,

Jane Yoshimoto

### 78解雇する（p. 255）

件名

Notice of termination

あいさつ・用件

Dear Phillip,

This email confirms our discussion today that your employment with DBB Corporation is terminated effective immediately.

本文・詳細

You will receive one-month severance pay since your employment with DBB Corporation has been less than two years. You will receive the severance payment once you have signed and returned the enclosed release of claims document.

We have already received your security swipe card, your office key, and the company-owned laptop and cell phone at the termination meeting.

締め・ネクストステップ

You will need to keep the company informed of your contact information so that we are able to provide the information you may need in the future. Please let us know if we can assist you during your transition.

Regards,

Joe Miller

Director, Human Resources

### 79勤続を祝う（p. 257）

件名

Congratulations on your 10th anniversary

あいさつ・用件

Dear Sara,

We are grateful for your contribution and dedication to our organization. Today, you complete 10 years with us. We sincerely thank you for the years of reliable service you have given in helping us become a leader in our industry.

本文・詳細

You have an exceptional ability to work with both colleagues and clients. You are a source of inspiration and motivation.

締め・ネクストステップ

As a token of our appreciation, we are sending you two season tickets to the baseball game. We look forward to working with you for many years to come. Have a happy work anniversary.

Best regards,

Ayumi Ishiguro

### 80昇進昇格の連絡メール（p. 259）

件名

Promotion Announcement—Anna Li

あいさつ・用件

Ladies and Gentlemen,

It is with great pleasure that I am announcing the promotion of Anna Li as one of the new Marketing Directors at ABC Consulting.

本文・詳細

This promotion recognizes the contributions Anna Li has made to ABC Consulting during her tenure with the organization and is effective on April 1. As a Marketing Director, Anna will be playing a larger role in developing marketing plans for our major clients, which requires her marketing expertise and leadership.

締め・ネクストステップ

Let us all congratulate Anna on her promotion, and wish her luck for all her future undertakings.

Regards,

Mike Suzuki

Chief Executive Officer, ABC Consulting

## 7 入れ替え表現

### 新社員の受け入れ（p. 260）

あいさつ・用件

I am delighted to announce that Anna Li will be joining our department as Data Analyst on July 1.

本文・詳細

Nick will be assigned to help Anna during the orientation process. However, all of us will be responsible for helping Anna become a productive member of our team.

締め・ネクストステップ

We will be bringing Anna around for initial introductions, but please feel free to stop by and introduce yourself and welcome Anna to our company.

Please join me in welcoming Anna to our team.

### 新社員の初日歓迎（p. 261）

あいさつ・用件

We are pleased to have you join our team.

Congratulations, and welcome to our team.

本文・詳細

Your new team anticipates taking you out to lunch to get to know you and to make sure you meet everyone with whom you will be working.

Your agenda, for the rest of your first day, follows.

締め・ネクストステップ

Once again, congratulations! We are lucky to have you join us!

### 上司への退職届（p. 262）

あいさつ・用件

It is with regret that I submit my letter of resignation as a market analyst.

本文・詳細

I intend to work until the end of the month, with my last day being June 29, 2019.

I was recently offered a new opportunity at a different company, and have decided to accept the offer.

After much thought and consideration, I have decided not to return after maternity leave.

締め・ネクストステップ

I want to give you my sincere thanks for all of the opportunities you have given me and for all of the knowledge I have gained at our company over the years.

If I can do anything to help with your transition in training my replacement, please let me know.

### 退職届の受理（p. 263）

あいさつ・用件

It is with great regret we accept your resignation from your position as human resource manager which you submitted earlier on December 12.

本文・詳細

I would like to take this opportunity to thank you for your dedication.

You have always been an excellent employee and will continue to be so till the last moment.

締め・ネクストステップ

I wish you all the best in your future endeavors.

Good luck in your next adventure.

### 同僚への退職通知メール（p. 264）

あいさつ・用件

I wanted to take a moment to let you know that I am leaving my position at BCD Network. Tomorrow is my last day at work.

As I informed you in our meeting last week, my last working day at BCD Network is next Friday, Sept. 26. I want to take a few minutes today to convey my thoughts in being part of your team for the last three years.

本文・詳細

Thank you for the support, guidance, and encouragement you have provided me during my time at BCD Network.

I feel that it is time for me to move on to new opportunities. This decision was not an easy one and it took a lot of consideration.

Even though I will miss my colleagues and the company, I now look forward to this new position that brings forth new challenges and adds more diverse experience to my career.

締め・ネクストステップ

I do wish you and the company every success in all its future endeavors.

You can be in touch with me by email—hiromiyamada@example.com.

Thanks again for everything. I wish you all the best.

### 退職することを同僚に伝える（p. 266）

あいさつ・用件

I wanted to let you all know that I have accepted another opportunity and my last day with ABC Company will be tomorrow, October 31.

本文・詳細

While I am looking forward to the next steps in my career, I will deeply miss working with each of you.

It’s been so great working with you and getting to know you. The people here at ABC have honestly been one of the best parts of working here.

締め・ネクストステップ

If you need to get in touch with me, you can reach me at my personal email address aiishiicmlanguage@example.com. Keep in touch.

Thank you again, and best of luck in all your future endeavors!

### 転職による退職を伝える（p. 267）

あいさつ・用件

I am writing to inform you of my decision to resign from ABC Consulting effective February 1.

本文・詳細

I have enjoyed working with all of my friends here, and I want to thank everyone for their support over the years.

締め・ネクストステップ

If there is anything else I can do to help make this a smooth transition, please let me know.

I wish you all the best for your continued success.

### 定年退職（p. 268）

あいさつ・用件

I would like to inform you that I will be retiring effective January 31, 2020.

This email is my official notification to you and to my company that my last day of work at YY Communications will be January 31. On that day, I plan to retire.

本文・詳細

I wanted to take this opportunity to thank you for all of the opportunities that I have experienced working for YY.

I trust that the friendships I have developed here will last well into the future.

締め・ネクストステップ

Please feel free to contact me if you need any additional information.

If I can be of any assistance before my departure or afterward, please let me know. I’d be happy to provide whatever assistance I can for a smooth transition.

### 家庭の事情で退職する（p. 269）

あいさつ・用件

I am writing to formally notify you of my resignation from my position as marketing director.

本文・詳細

As you are aware, I have decided to stay at home with our child while my wife returns to work.

I will miss my job and the amazing people I have had the pleasure of working with throughout the years.

締め・ネクストステップ

I will be forever grateful for the invaluable expertise I acquired while under your guidance.

I hope we can stay in touch and enjoy a mutually beneficial professional relationship in the future.

### 解雇する（p. 270）

あいさつ・用件

This email is to inform you that your employment with DBB Corporation will end as of July 31, 2019.

This termination email is to inform you that your employment with DBB Corporation will end as of July 31, 2019.

本文・詳細

You have been terminated for the following reason(s):

You will receive your final paycheck for this month and payment for remaining leave today.

締め・ネクストステップ

If you have questions about compensation, benefits, company property or policies you have signed, please contact Joe Miller at 555-5555.

Thank you for your past efforts and all the best for your future endeavors.

### 勤続を祝う（p. 271）

あいさつ・用件

It’s your 10-year anniversary!

Congratulations on your work anniversary!

本文・詳細

We appreciate your energy, your kindness, and all the work you do, but most of all, we just appreciate you!

Thanks for being part of our family for a full decade. It’s hard to imagine this place without you.

In a short span of time you have achieved so much. You’re an example showing that hard work takes you places.

締め・ネクストステップ

Have a happy work anniversary!

### 昇進昇格の連絡メール（p. 272）

あいさつ・用件

We are pleased to announce the promotion of Anna Li as one of the new Marketing Directors at ABC Consulting.

Anna has been with ABC Consulting for six years, as a marketing manager, where she has shown exemplary performance.

本文・詳細

We are excited to see where she will lead the department—and the company—in her new position.

If you have any queries about Anna’s new position, please don’t hesitate to direct any questions to me.

締め・ネクストステップ

Please join us in congratulating Anna Li as she takes on these new responsibilities.

Please join us in welcoming Anna to the Marketing Department, and in congratulating her on the promotion.