

Business Conversation 12: Resignation

Practice 1 | Useful Expressions

Directions: Listen and repeat.

- **replace** - to do something instead of someone or something else
- **asset** - a person or thing that is valuable or useful to someone or something
- **hand in your resignation**
- **turn in your resignation**
- **tender your resignation**
- **tender** - to offer or give something to someone (formal)
- **give your two-week notice**
- **quit** - to leave your job, to resign
- **clean out your desk**
- **resignation letter**
- **letter of recommendation**

Practice 2 | Dialogue

Directions: Read the dialogue aloud with your teacher.

Joan needs to resign from her workplace for some reasons.

Joan : Hello sir, may I enter?

Boss : Yes, Joan, come in. Have a seat. How may I help you?

Joan : I just wanted to tell you that I have to move to another city and I will be forced to **resign my job**. I came **to give you my two-week notice** and to **hand you my letter of resignation**.

Boss : I'm sorry to know that we will be losing you soon. You have been a great **asset** to this firm for the past ten years.

Joan : Yes, I'm sad myself to be leaving, but it can't be helped. It has been a great opportunity working here.

Boss : Did you find another job there?

Joan : Not yet, but I will look for something once I get there. If you could write me a **letter of recommendation**, that would be most helpful.

Boss : Of course Joan, no problem.

Joan : Also, if you'd like me to train someone for my position I'd be more than happy to do that.

Boss : Good. I'll let you know once we find someone to **replace** you.

Joan : Well then, I'll go back to my work for the time being.

Check your understanding: Answer the following questions.

1. Why did Joan have to leave the current workplace?
2. How did Joan's boss react to her news?
3. What will Joan and the boss do before she leaves the company?

Practice 3 | Role-Play

Directions: Have a role-play with your teacher in the following situation.

Situation

You have found a better job elsewhere and have to tell your boss you will be resigning. Give a reason for quitting.

Expressions:

- This is my one-month notice.
- I'm tendering my resignation.
- Once you've found a replacement, I will train that person.
- It has been a great opportunity to work here.

Practice 4 | Discussion

Directions: Discuss these topics and exchange thoughts with your teacher.

1. Have you ever resigned from your job before?
2. Are you satisfied with your workplace?
3. Would you ever consider resigning? If so, under what circumstances?
4. How would you feel if you were forced to resign from a job that you love?
5. Is resigning common in Japan?