

26강. 36 전근·퇴직 통보하기 / 37 축하하기 & 시즌 인사하기

36 문서 업무 기본 표현

전근·퇴직 통보하기

I am going to be transferred to the New York office.

I will be retiring on March 30th.

Let me introduce my replacement, Kate Mok.

I'd like to introduce to you our new CEO.

Jeff is in charge of this deal on behalf of me.

- on behalf of ~를 대신하여

He is highly qualified for the position.

I hope to stay in touch with all of you.

Thank you for your support and cooperation.

We wish you all the best. / We wish you good luck.

37 문서 업무 기본 표현

축하하기 & 시즌 인사하기

Congratulations on your promotion!

Congratulations and best wishes to both of you on your wedding day.

I wish you a very happy holiday season!

We wish you a Merry Christmas and a happy new year.

Best wishes for the new year!

I am so happy for you.

You have come a long way.

I'm flattered. / Don't make me blush.

I feel blessed to have your support.

I hope everything will turn out all right.

We hope your day is all that you hope it will be.