

初中學生文庫

英文現代商業書札

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中華書局編印

Modern Business Letters

LETTERS BETWEEN EMPLOYERS¹ AND EMPLOYEES²

1. To a Manager Asking for Increase in Salary³

Nov. 28th, 19—.

S. H. Chang, Esq.

Sir,

I have now been in the employ of your company for five years, and my salary has not been increased for over two years. During that time a good deal of additional work⁴ has fallen upon me, and I have always done my best⁵ to deal with it, and to give satisfaction in every way.⁶ My salary is now \$50 a month only \$10 a month more than when I started five years ago, and I am writing to ask if you can now see your way to giving me a substantial⁷ increase.

1. employers 僱主. 2. employes 被僱者. 3. increase in salary 加薪. 4. additional work 另加工作. 5. done my best 努力. 6. to give satisfaction...way 事事求滿意. 7. substantial (sub-stan/sh-al) 巨大的.

I can assure you that such recognition¹ would be very deeply appreciated,² and no efforts should be spared on my part³ to justify the firm's confidence in me.⁴

Yours obediently,
M. B. Bao.

**2. From a Clerk, Asking to be Given an Opportunity
of Travelling**

April 14th, 19—.

Messrs. Tai and Wang.

Dear Sirs,

I am writing to ask if you will consider my claims⁵ when you are next appointing a traveller.⁶ I have been with you for eleven years, and have an intimate knowledge⁷ of the business and your customers.⁸ You know I am a hard worker and trustworthy,⁹ and I feel sure, if you would give me an opportunity, I could do very well indeed for

1. recognition 承認. 2. appreciated 感激. 3. on my part 在我方面. 4. the firm's confidence in me 公司對我的信任. 5. consider my claims 考慮我的請求. 6. traveller 推銷員. 7. have an intimate knowledge 熟悉. 8. customer 顧客. 9. trustworthy 可信任的.

you on the road. I should much prefer travelling to my present work, and, as I am very eager to improve my position, you could be sure of my doing my best.

I suggest that the firm does not cover very well at present the West of China,¹ especially the North-West.² I think there is a splendid opening for pushing your goods in Szechuen³ and Hupeh⁴ and, if you would give me the chance, I believe I could open a large number of new accounts⁵ for you there.

Yours obediently,

H. N.

3. From an Employee, Asking for Promotion⁶

Oct. 14th, 19—.

Messrs. Dao & Co., Ltd.

Dear Sirs,

As I hear that Mr. Song is leaving at the end of the year,⁷ I venture to apply for⁸ the post of

1. the West of China 中國之西部. 2. North-West 西北. 3. Szechuen 四川. 4. Hupeh 湖北. 5. open...accounts 開得新生意. 6. promotion 陞級. 7. at the end...year 年底. 8. apply for 自薦.

Departmental Manager.¹ I have been in your employ² for fifteen years and six of those were spent in the — Department, where I worked chiefly under Mr. Song and took his place when he was away.

I know the work of the department intimately,³ and feel assured that I could run it efficiently⁴ and cheaply, and in a way that would give you every satisfaction.⁵

Yours obediently,
W. F. Bang.

4. From an Employee, Excusing Absence due to Sickness⁶

May 4th, 19—.

Mr. W. F. Su,

Messrs. Pang* Son.

Dear Sir,

I am sorry I shall not be able to come to the office for a few days. I wired⁷ you yesterday, and

1. the post of Departmental Manager 分部主任之職. 2. in your employ 被僱, 供職. 3. intimately (in'ti-māt'-li) 密切. 4. efficiently (e-fish'ent-li) 勝任. 5. every satisfaction (sāt'is-fak'shun) 樣樣滿意. 6. absence...sickness 因病請假. 7. wired 拍電報.

today the doctor says I have a sharp attack of cough.¹ I enclose certificate.²

Yours faithfully,

S. Ma.

5. From an Employee, Asking for Leave of Absence

Sept. 18th, 19—

Dear Sir,

Can you give me leave of absence from the office for a week? My brother has died suddenly in Hankow and, as I am sole executor³ under his will, it would be a very great convenience if I could go up and settle his affairs.⁴ There is a great deal to see to,⁵ which can only be done on the spot.

I am sorry to have to ask, and if you cannot spare me⁶ just now I must appoint some one to act in my place,⁷ but there are several reasons why I very much want to go personally.⁸

Yours faithfully,

L. Ling

1. attack of cough 咳嗽. 2. enclose certificate (ser-tifi-kāt) 附上 (醫生) 之證明書. 3. executor (ek-sěk/ū-tor) 指立有遺囑之人. 4. settle ... affairs 處理事務. 5. see to 擔任. 6. spare me 省了我. 7. act, place 代理. 8. personally 親自.

6. From an Employee, Asking for Extension of Holiday¹

84 Ain Street, Canton,
August 19th, 19—.

Dear Sir,

Is it possible for you to extend my holiday so that I return to the office on Tuesday instead of Monday? My excursion ticket² is available³ for return on either Friday or Monday. If I may return on Monday, it means that I get three more full days here, and as the change⁴ is doing myself and my family so much good I am venturing to ask for this extension. I shall be very grateful if you can grant⁵ it.

Yours obediently,
V. B. Lang.

7. From an Employee, Asking for Financial Assistance⁶

92 Love Avenue, Shanghai,
March 29th, 19—.

Dear Sir,

My wife has to undergo a very serious operation⁷ which will cost me \$100 and must be done

1. extension of holiday 延長假期. 2. excursion ticket 游覽車票.
3. available (a-vāl'a-bl) 可用的. 4. change 變更. 5. grant 允許.
6. financial (fī-nan'shal) assistance (as-zīs'tans) 經濟上的援助.
7. operation 手術.

at once. I have had very heavy doctors' bills¹ for the past year and am afraid they will continue through next year, and there will probably be also the expense of keeping my wife at the hospital. These expenses are a very great drain upon my resources,² and as a result I have not the money to pay for the operation. Is it possible for the firm to help me? You know I would not ask if I could help it, and I shall be deeply grateful for any assistance they can give me.

If they would lend me \$80, I would pay it back by a deduction³ of \$5 a week from my salary.

You have always been so kind to me that I know you will forgive my asking, and will help me if you can.

Yours obediently,

Victor Chu.

1. doctors' bill 醫藥費. 2. drain...resources 耗竭我的財源. 3. deduction 扣除.

8. From an Employee, Thanking Employers for Benefit¹

Oct. 18th, 19—.

Messrs. White and Sons.

Dear Sirs,

I thank you very much for increasing my salary by \$10 a month. I appreciate² this mark of your approval very highly, and will make every effort³ to show myself worthy of it.

Yours obediently,

A. L. Ha.

9. From an Employee, Apologizing⁴ to Employers for Misconduct⁵

Nov. 5th, 19—.

Dear Sirs,

I regret very deeply that you should have cause to complain of unpunctuality⁶ and lack of attention on my part.⁷ I ask you to believe I had not realised I had been so slack⁸ and that no effort shall be wanting on my part to see

1. benefit (ben'e-fit) 利益. 2. appreciate (ap-pre'shī-āt) 感激.
 3. make every effort 極力. 4. apologizing (a-pōl'ō-jīzing) 道歉.
 5. misconduct 行爲不正. 6. unpunctuality (un-punk'tu-al-ī-tī) 不守時間.
 7. on my part 在我方面. 8. slack 曠職.

that you have no ground of complaint¹ in the future.

Yours obediently,

T. H. Lu.

10. From an Employee, Giving Formal Notice²

Feb. 1st, 19—.

Dear Sirs,

I have been offered a very good post by a Hankow firm³ as Shanghai representative, and I beg therefore to give you formal notice that I wish to terminate my engagement⁴ with you one month from to-day's date.⁵

Yours faithfully,

T. B. Du.

11. From an Employee, Asking for Reference⁶

Sept. 20, 19—.

Dear Sir,

I want to apply for a post on the Shanghai-Nanking Railway,⁷ which has been advertised,⁸

1. ground of complaint 備責之理由. 2. formal notice 正式通告.
3. a Hankow firm 漢口某洋行. 4. terminate (ter'mī-nāt) engagement 解僱.
5. one month...date 自本日起一月以後. 6. reference (ref'er-
enc) 查詢. 7. Shanghai-Nanking Railway 京滬鐵路. 8. advertised
(ad'ver-tīzd) 廣告.

and, as I have to send three testimonials with my application,¹ I should be very much obliged if you would give me a letter of recommendation.²

I think you have always been satisfied with my work, and I hope you will say all you can in my favour.³ The post is a very good one and offers exceptional advantages for advancement.⁴

If my application is not successful, I trust you will not think I am dissatisfied with⁵ my position here or wish to leave your employ. I am only applying for this post because it would give me a very much better position and salary.⁶

Yours faithfully,

B. L. Hang.

12. From an Employer, Engaging⁷ a Clerk

March 30th, 19—.

Mr. T. V. Su.

Dear Sir,

I have now taken up your references,⁸ and, as they are quite satisfactory,⁹ I shall be glad if you

1. testimonials (tes/tĩ-mō-nĩ-alz)...application (ap-plĩkā/shun) 證明書會同自薦書. 2. recommendation 保薦書. 3. in my favour 有利於我. 4. advantages...advancement 升級之希望. 5. dissatisfied with 不滿意. 6. salary (sāl'a-rĩ) 薪水. 7. engaging 僱用. 8. references 詢問. 9. satisfactory 滿意.

will start work here on Monday next at 9.30. Please ask for Mr. Mo, who will be expecting you.

As arranged with you at our interview,¹ your salary will be \$100 a month, and the hours of work from 9.30 A. M. to 5.30 P. M. and 1.0 on Saturdays, with a fortnight's² holiday each year. The engagement may be terminated³ by a month's notice⁴ on either side.

Yours faithfully,
pp.⁵ H. Model & Co., Ltd.,
S. S. Su.

13. From an Employer, Dismissing⁶ an Employee

May 1st, 19—.

Dear Mr. Pan.

I am sorry to have to inform you that your services will not be required⁷ by this Company after the end of this month, as the reorganization⁸ of the business necessitates a reduction of the staff.

1. interview 談話. 2. fortnight 二星期. 3. terminated (ter'-mī-nāt/d) 滿期. 4. a month's notice 一月前通告. 5. pp. 爲 per pro curationem 之略, 係拉丁文, 即代理之意. 6. dismissing 解僱. 7. your services...required 無需君服務. 8. reorganization 改組.

We have no cause of complaint against you¹ and shall be pleased to give you an excellent testimonial² or to answer any inquiries.

Yours faithfully,
pp. H. T. Bao & Sons,
P. Wu (Manager).

14. From an Employer, Asking a Manager to Resign

Oct. 20th, 19—.

Dear Mr. Dai,

I have been giving very careful consideration³ to your department lately, and I have come to the conclusion that some radical change is necessary. The turnover⁴ is steadily decreasing, the work done is unsatisfactory, and the staff⁵ seem very slack and discontented.⁶ It seems to me that you do not take sufficient interest in your work and are not able to get the best out of your staff, and, that being so, I think it is in the best interests of yourself as well as the firm⁷ that

1. no...against you 無不滿意於君之處. 2. testimonial (testi-mō/-ni-al) 證明書. 3. consideration 考慮. 4. turnover 一期之賣出額.
5. staff 職員. 6. slack, and discontented 緩慢和不知足. 7. in best... firm 爲公司及足下利益起見.

I should give you an opportunity of making a change.

The firm are prepared to treat you generously after your long service with them, and give you this opportunity of resigning your appointment before they take any further steps. On your leaving their employment, they would be willing to give you a bonus of \$50 for every year of service with them.

Yours faithfully,
pp. The Art Printing Co., Ltd.,
M. T. Li.
(Managing Director).

15: From an Employer, Reproving an Employee

June 1st, 19—.

Dear Mr. Pao,

I see by the Time Book¹ that you have been late no fewer than² nine times during the last month. This shows a lack of interest in your work which has made me very doubtful about retaining³ you in my employ, but the head of your

1. Time Book 簽到簿. 2. no fewer than 不下. 3. retaining 留任.

department speaks well of you,¹ and therefore this time I merely give you a warning that I cannot allow such conduct to go on. Your hours must be punctually observed. If I have any further cause of complaint in this respect, you will know what to expect.

Yours faithfully,

B. A. Mo.

16. From an Employer, Refusing a Request from an Employee

Feb. 27th, 19—.

Dear Mr. Chang,

I am sorry I am not able to increase your salary² at present. I think you are adequately paid for the work you do. I will however bear your application in mind; and, if you are able to convince me you are worth more, I will see what I can do for you at the end of the year.³

Yours faithfully,

H. L. Sun.

1. speak well of you 說你好, 稱讚你.

2. increase...salary 加薪

3. at...year 年底.

17. Taking up a Reference¹

Sept. 4th, 19—.

Dear Sirs,

Mr. J. L. Ku, of —, tells me he was employed by you for four years as a ledger clerk.² He has applied to me for similar employment, and I should be very much obliged if you would let me know if you found him competent and trustworthy,³ and also the reason for his leaving your employ. Needless to say, your letter will be treated as strictly confidential⁴, and I hope you will write me frankly.

Yours faithfully,

P. L. Hang.

18. Giving Favourable Reference⁵

Sept. 6th, 19—.

Dear Sir,

In reply to your letter of the 4th Sept., making inquiries⁶ about Mr. J. L. Ku, I may say that

1. reference 詢問. 2. ledger clerk 帳務員. 3. competent and trustworthy 勝任可靠. 4. strictly confidential 嚴守祕密. 5. favourable (fā/vôr/a-bl) reference 美評. 6. inquiries 詢問.

I am sure you will find him satisfactory¹ as a ledger clerk in every way. He was a careful and conscientious² worker, and I have nothing against his character. The reason he left our employ was that our ledgers are now kept at our head office³ in Shanghai and Mr. Ku did not wish to leave Nanking.

Yours faithfully,
V. S. Chu.

19. Giving Qualified⁴ Reference

Sept. 5th, 19—.

Dear Sir,

In reply to your letter of the 4th, making inquiries about Mr. J. L. Ku, I may say that I always found him a competent⁵ ledger clerk. He thoroughly understands his work and is quick and accurate. The reason I dismissed⁶ him is he has lately given way to intemperance.⁷ However,

1. satisfactory 滿意. 2. conscientious 本良心的. 3. head office 總公司. 4. qualified 有限制的. 5. competent 有才幹的. 6. dismissed 解雇. 7. intemperance (in-tēm'perans) 不節制.