



# Human Resource Letters - 3

C1- C2

Module 1

# Summary

- ❑ Resignation Letter.
- ❑ Notice Periods and Notice Periods Waiver Letter.
- ❑ Exercises.

Here's What  
We will be  
Learning in this  
Presentation:



# Vocabulary

**Dismissal:** the act of ordering or allowing someone to leave.

**Regrettably:** unfortunately (used to express apology for or sadness at something).

**To word something:** to write something carefully.

**Aid:** help, support.

**Transition:** the process or a period of changing from one state or condition to another.