

You have two hours to answer Question 1 and **ONE** question from Part B.

**Part A** (10% of the subject mark)

1. Write about 160-180 words on the following topic:

You are returning to school in order to gain new skills to advance your career. However, your immediate supervisor is on leave. Unable to meet him in person, you have decided to send him an internal email to inform him of your resignation.

Include the information listed below in your email. You can present the information in any order.

- your last day of work
- the reason for your departure
- the appreciation you feel towards your supervisor (and other members of staff, if applicable) for the opportunities and support you were given during your employment

Address your letter to Mr Chris Wong.



**Remember:**

- Be polite. Although you are writing a letter of resignation, it is important to part on good terms and leave a positive final impression.
- Do not hesitate to express your feelings. It is a formal letter but you can still write it with a personal touch.

**Useful words and phrases\***

career field	job prospects	share experience
career path	keep in touch	skills
career planning	knowledgeable	smooth transition
colleagues	mentor	take my career to the next level
department	open-minded	team
develop relationships both personal and professional	please let me know if	teamwork
enhance my knowledge in the industry	position	tenure
first-hand	professional growth	thanks to
further my studies	qualifications	training
guidance	reference	truly appreciate
hand over	referral	trusting
heartfelt gratitude	replacement	understanding
	resign from	workplace



Use the mind map on page 16 to organize vocabulary AND ideas relevant to your writing.

