**此为样本，请按此格式用带有贵公司抬头的信纸打印**

**（如贵公司没有抬头信纸，请自行添加打印抬头，空格处也需用打印的形式填写）**

DATE：日期以阿拉伯数字日日/月月/年年年年格式填写

To: Consulate General of 申请签证国家英文名称

CERTIFICATE

Dear Sir or Madam:

This is to certify that Mr./Ms选择正确的性别 本人姓名拼音 is working at 公司英文名称 with the position of 职位英文名称 in 部门英文名称. He/She选择正确的性别 has already got this job since入职时间日日/月月/年年年年格式 and his/her选择正确的性别 monthly salary is RMB月收入数目用阿拉伯数字表示. We have approved his/her选择正确的性别annual leave from此次行程的出发时间日日/月月/年年年年格式 to 此次行程的返回时间日日/月月/年年年年格式 for his/her选择正确的性别 holiday to 申请签证国家英文名称. During the journey all the costs and accommodations will be paid by himself/herself选择正确的性别.

We hereby guarantee Mr./Ms选择正确的性别 本人姓名拼音 will obey the laws in outbound and we shall retain his/her选择正确的性别 position until he/she选择正确的性别 comes back.

The following are the detailed information about Mr./Ms选择正确的性别 本人姓名拼音

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Gender | D.O.B. | Passport No. |
| 本人姓名拼音 | M/F选择正确的性别 | 出生日期  日日/月月/年年年年 | 护照号码 |

Signature：请单位负责人亲笔签名,请不要用拼音签名，并将中文姓名及拼音打印在旁边

Occupation of Signature: 签字人的职务，请用英文打印

Seal：请加盖公司公章

Company：公司英文名称

Address: 公司英文地址

Telephone：可以联系到签字人的公司电话

**此为模板，请按此格式用带有贵公司抬头的信纸打印**

**（如贵公司没有抬头信纸，请自行添加打印抬头，空格处也需用打印的形式填写）**

DATE：

To: Consulate General of \_\_\_\_\_\_\_\_

CERTIFICATE

Dear Sir or Madam:

This is to certify that Mr./Ms\_\_\_\_\_\_\_\_\_\_\_ is working at \_\_\_\_\_\_\_\_\_\_ with the position of \_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_. He/She\_\_\_\_\_ has already got this job since \_\_\_\_\_\_\_\_\_ and his/her monthly salary is RMB \_\_\_\_\_\_. We have approved his/her annual leave from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ for his/her holiday to \_\_\_\_\_\_\_\_. During the journey all the costs and accommodations will be paid by\_\_\_\_\_\_\_\_\_\_\_.

We hereby guarantee Mr./Ms\_\_\_\_\_\_\_\_\_\_\_ will obey the laws in outbound and we shall retain his/her position until he/she comes back.

The following are the detailed information about Mr./Ms\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Gender | D.O.B. | Passport No. |
|  |  |  |  |

Signature：

Occupation of Signature:

Seal：

Company：

Address:

Telephone：