**此为模板，请按此格式用带有公司抬头的信纸打印**

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

 **在职证明**

致\_\_\_\_\_\_\_\_\_\_\_\_驻成都总领事馆：

尊敬的签证官您好，

兹证明\_\_\_\_\_\_先生/女士在\_\_ \_公司\_\_\_\_\_\_部门任\_\_\_\_\_\_职位。入职日期为\_\_\_\_\_\_年

\_\_\_\_\_月\_\_\_\_\_日，月收入为人民币\_\_\_\_\_\_\_\_元。我们批准其自\_\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日至

\_\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日前往 进行商务考察活动。行程所有费用由\_\_\_\_\_\_\_\_承担。

邀请方公司名称：

邀请方公司地址：

邀请人姓名：

邀请人职务：

在此，我们保证\_\_\_ \_\_\_先生/女士遵守当地法律并保留其职位至归国。

以下为\_\_\_\_\_\_先生/女士详细信息：

|  |  |  |  |
| --- | --- | --- | --- |
| 姓名 | 性别 | 出生日期 | 护照号码 |
|  |  |  |  |

签名及日期：

签字人职务：

盖章：

公司名称：

公司地址：

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 business trip from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ to visit\_\_\_\_\_\_\_\_. The purpose of this visit is\_\_\_\_\_\_\_\_\_\_\_\_\_. During the journey all the costs and accommodations will be paid by\_\_\_\_\_\_\_\_\_\_\_.

Name of the Invite Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of the Invite Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Inviter: \_\_\_\_\_\_\_\_\_\_\_\_

Occupation of the Inviter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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：