（请用公司便笺纸打印，领导签名并加盖公司公章）

# Certification

To the Embassy,

We hereby certify XXX is an employee of our company. Her details are listed as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Sex | D.O. B | Position | When to Join the Job | Salary(M) |
| XXX | F | 1983.01.01 | Manager | 2015.03.01 | RMB XXX |

Sincerely Yours,

Name: xxxxxxxxxxx Co., Ltd

Add: Building 1, No. 100, xxxx Road, xxxxxx Town, xxxxx City, xxxxx province

Tel: xxxxxxxxxxxxx

Person in charge: xxx

Signature:

Date: