**【需有公司抬头】**

**在职证明参考样本**

Employment Certificate

Date: 25 FEB 2015

Embassy of Australia

Dear Sir or Madam:

Mr. / Ms. XXXX（申请人姓名）works in our company from XX.XXXX(现公司入职时间某年某月). He/She will be on travelling purposes visiting your country from XX.XX.XXXX to XX.XX.XXXX (出国具体日期某年某月某日，**请注意跨年！**). All the expenses include air tickets, transportation, accommodation and health insurance will be covered by himself/herself (出资方). He/She will be back on time as per his/her schedule planned and shall continue to work in our company after his/her visit to your country.

Name Date of Birth Passport-No. Position Annual Income

XXXX XXXXXX XXXXXXX XXXX XXXX

Registration No.:1XXXXXXXXXXXX

Your kind approval of this application will be highly appreciated.

**Best Regards,**

Name of the leader（领导人姓名）

Position of the leader（领导人职位）

Signature (领导的手写中文签名)

Company’s Stamp（公司盖章）

Tel: XXX-XXXXXX

Add: XXXXXX

Company Name: XXXXXX

**注：**

**1. 在职证明需打印成英文，请删掉参考样本中所有中文的提示语，保持在职证明为全英文格式**

**2. 凡样本中XX的地方，均需相应填写您的相关信息，不要保留XX在完成后的在职证明中**

**3．请注意样本中Mr. / Ms.及He/She，请按照客人性别选择其一**

**3.（）括号中为我们为您更加清晰在职证明的内容而标注的解释，不要保留在完成后的在职证明中**

**4．请不要将“附件1：在职证明参考样本”字样保留在完成的在职证明中**