Certificate of Employment

This is to certify that XXX(出资人姓名的拼音), Date of Birth：XXX (年-月-日), ID Card No.: XXXXXXXX, is the XXXX(职位) of our company. He/She has been working in our company since XXX(年份). His/Her monthly salary is XXX RMB.

Director Name:签字人姓名（打印拼音于此），中文签名在拼音旁;不可本人签字

Director Position: 签字人职位（打印英文职位名于此）

Company Name: XXXXX （单位英文名称，并加盖公章于此）。

Address: XXXXX (公司地址按照从小地址往大地址写)

Tel: XXXX (最好填写公司固话)

Fax: XXXX (如无传真，请删除此项)

**（备注：上文中的**He/She; his/her**请根据个人情况进行删除、修改**，**字体、颜色请统一黑色，中文提示请全部删除，最终模板请参考样图）**