**公司中英文抬头**

在职证明

Employment certificate

致加纳签证处：

To Ghana Visa Office：

此书旨在证明我司将派遣以下人员于近期前往加纳坦开展工作。

The purpose of this book is to prove that our company will send the following personnel to Ghana to work in the near future.

我们将确保以下人员遵守当地法律，并且按时回国。期间的一切费用由我公司承担！

We will ensure that the following personnel comply with local laws and return home on time. All expenses during this period shall be borne by our company!

人员名单：

List of personnel:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 序号No. | 姓名Name | 护照号Passport number | 月薪Monthly salary | 职务Job title |
| 1 | LEI BAOJUN | EK4148644 | 8000¥ | technician |

XXXX有限公司

2024年X月XX日