**模板1：**

**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）**

**Certificate of Employment**

Date: *~~时间（打印日期即可）~~*

To: Consulate-General of *~~申请国家~~*

This is to certify that *Mr/Ms 姓名拼音（MR.Zhang San）* is *职位* in our company. *He/She* has been working here since *年月日（2013-01-01）*.

*He/She* is allowed to be off work between *去的日期(Jan 01 2013)* and *回国日期(Jan 10 2013)* to have a trip to *所申请的国家*，total *天数(10)* days .

We guarantee that he/she will abide by the laws in your country and regulations and return to China on time. All of the traveling expenses will be paid by himself/herself. We agree and will keep *his/her* position after *he/she* comes back to China.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **D.O.B** | **Passport No.** | **Position** | **Monthly Salary** |
| *姓名（拼音）*  | *出生日期* | *护照号* | *职位* | RMB *月收入* |

Your kind approval of this application will be highly appreciated.

Your sincerely

Manager Position: *准假人英文职称*

Manager Signature: *准假人姓名拼音~~（不一定要法人，准假人拼音即可。）~~*

*~~中文签名负责人手写签名（准假人与负责人为同一人）~~ ~~公司盖章~~*

Company:*公司英文名称*

Tel：*（区号）公司电话*

Fax：*（区号）公司传真*

Address：*公司英文地址*

***~~备注：~~***

**【在职】【下划线部分请根据申请人实际情况更改，打印前请将格式统一并删除本说明及所有中文】**