**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）**

DATE：

To: The Embassy of \_\_\_\_\_\_\_\_in China

CERTIFICATE

Dear Sir or Madam:

This is to certify that Mr./Ms\_\_\_\_\_\_\_\_\_\_\_ is working at \_\_\_\_\_\_\_\_\_\_ with the position of \_\_\_\_\_\_\_\_. He/She\_\_\_\_\_ has already got this job since \_\_\_\_\_\_\_\_\_ and his/her monthly salary is RMB \_\_\_\_\_\_yuan. We have approved his/her annual leave from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ for his/her business trip \_\_\_\_\_\_\_\_. During the journey all the costs and accommodations will be paid by\_\_\_\_\_\_\_\_\_\_\_.

We hereby guarantee Mr./Ms\_\_\_\_\_\_\_\_\_\_\_ will obey the laws in overseas and we will keep his/her position until he/she comes back.

The following are the detailed information about Mr./Ms\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Gender | D.O.B. | Passport No. |
|  |  |  |  |

Signature：

Position of Undersigned:

Seal：

Company：

Address:

Telephone：