

**此为模板，请按此格式用带有公司抬头的信纸打印**

**（如公司没有抬头信纸，请自行添加打印抬头，空格处也需用打印的形式填写）**

Date:

To: Consulate General of \_\_\_\_\_\_\_\_

CERTIFICATE

Dear Sir or Madam:

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

We hereby guarantee Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_ will obey the laws in outbound and we shall retain 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:

Occupation of Signature:

Seal:

Company:

Address:

Telephone: