**此为样本，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: 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 himself/herself.

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：