

# 公司抬头 (公司中文名称即可)

## Certificate of employment

Date: 时间

To: Consulate-General of 国家

This is to certify that the Mr/Ms 姓名 is 职位 in our company. He/She has been working here since 年月日.

He/She is allowed to be off work between 去的时间 and 回来时间 to have a trip to 所申请的国家, total 天数 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.

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: 英文职称需打印

Manager Signature: Xing Ming (姓名拼音需打印不可手写)

中文签名负责人手写签名

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:

- 1.所有红色字体请替换内容并删除, 建议用公司正规抬头纸打印!
- 2.如需爱旅行网工作人员审核内容, [请发 email 至 a@ailvxing.com](mailto:a@ailvxing.com) 待爱旅行网客服审核确认后打印盖章。