

~~公司抬头~~ (公司中文名称即可)

## 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 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 去的日期 and 回国日期 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. We agree and will keep his/her position after he/she comes back to China.

Your kind approval of this application will be highly appreciated.

Name	D.O.B	Passport No.	Position	Monthly Salary
<u>姓名 (拼音)</u>	<u>出生日期</u>	<u>护照号</u>	<u>职位</u>	RMB <u>月收入</u>

Your sincerely

Manager Position: 准假人英文职称

Manager Signature: 准假人姓名拼音 (不能为申请人本人)  
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。~~