**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：2019-06-17

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

CERTIFICATE

Dear Sir or Madam:

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

We hereby guarantee Mr\_\_\_\_\_\_\_\_\_\_\_ will obey the laws in outbound and we shall retain his position until he comes back.

The following are the detailed information about Mr\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Gender | D.O.B. | Passport No. |
| Qiu wen wu | F | 01/04/1991 |  |

Signature：

Occupation of Signature: Web programmer

Seal：

Company：Shenzhen DaChu technology co., LTD

Address:Nanshan district, shenzhen city, guangdong province science and technology road, room 519

Telephone： 0755-87628963