

须用你们自己的所在公司红头打印

(中文+ENGLISH)

## 在职证明

尊敬的签证官：

兹有我单位某某某先生 (护照号： ) ，从 0000 年 00 月在我单位任职。现任某某职务，月薪 00000 元(税前)，年终奖金 00000 元，年收入总合 00000 元。

某某某先生欲利用假期，于 0000 年 00 月 00 日到 0000 年 00 月 00 日前往某国旅游，为期 00 天。旅游期间的需要的所有费用，均由其本人承担。我单位确保其遵守当地法规，保证其在旅游活动结束后准时回国，并仍保留其原职务，请贵领馆给予签证的方便。

负责人：某某

职务： 人力资源部经理

联系电话：

公司座机：

单位名称：

单位地址：

你们的公司名头

2015 年 09 月

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## (中文+ENGLISH)

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### On job Certificate

Dear Sir or Madam:

Hereby confirmed that Mr. XXX (Passport No. 00000000) is employed by our company since 00, 0000, engaging as XXXX. His pre-tax salary is about RMB 0000/month. His year-end bonus is about RMB 00000. His total annual income is about RMB 00000.

He intends to spend his holiday in XXX from 00<sup>th</sup> MONTH YEAR to 00<sup>th</sup> MONTH YEAR totally 00 days. During his journey, all expenses will be afforded by himself. We make sure that he will obey the local laws and regulations, and further guarantee that after his journey, he will come back on schedule. We will resume his position in our company. Please kindly consider issue the visa to him.

Person in Charge:

Occupation: Human Resources Manager

Mobile Phone:

Tel:

Unit Name:

Unit Add:

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你们的公司名头 (ENGLISH)

2015 年 09 月

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