在职证明

尊敬的签证官：

兹有我单位古会云女士 (护照号：E41364929) ，从 2015 年 09 月在我单位任

职。现任家居软装设计师，月薪21000 元(税前)，年终奖金30000 元，年收入总

270000 元。

古会云女士欲利用假期，于2018 年03 月12 日到 2018 年03 月25 日前往美国旅游

并考察美国家居装饰设计产品，为期 14 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: 8613662351109

公司座机：86756-8300337

单位名称: 美克国际家居用品股份有限公司

单位地址：珠海市香洲区珠海大道 17,19,21号商场

On Job Certificate

Dear Sir or Madam:

Hereby confirmed that Ms. Huiyun (Grace) Gu (Passport No. E41364929) is

employed by our company since 09/2015, engaging as Decoration Designer. Her pre-

tax salary is about RMB 21,000/Month and the year-end bonus is close to RMB 30,000.

Thus, her total annual income is summed up around RMB 270,000.

She intends to spend her holiday in United State from March 12th, 2018 to

March 25th, 2018, totally 15 days. During her trip and visit, all expenses will be solely

afforded by herself. We would make sure that she shall obey the local laws and

regulations, and further guarantee that after her trip, she will come back on schedule.

We will resume her position in our company. Please kindly consider issue the visa to

her at your convenience.

Person in Charge:

Occupation: Human Resources Manager

Mobile Phone: 8613662351109

Tel: 86756-8300337

Company Name: Markor Furnishings

Company Address: 17,19,21 Dept. Store, Zhu Hai Ave, Xiang Zhou District, Zhu Hai