TO: VISA SECTION

CERTIFICATION

Dear Sir or Madam:

This is to certify that Mr./Ms. XXX(申请人姓名拼音) has worked for our company since XXXX(入职年份). She/He will go to United States of America for a tour. The time is from XXXX（出游日期） to XXXX（回来日期）, about XX(天数) days.

During the journey, all the expenses including travel, board and lodging, and any miscellaneous expenditure would be paid by himself/herself（如果全部费用由公司承担则将himself/herself改为公司英文名称即可）.

We guarantee that she/he will obey local laws. We also guarantee that he/she will be back to China on schedule and will continue to work for our company.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Name | Sex | Date of Birth | Passport No. | Position | Salary |
| 1 | XXXX | M/F性别 | XX-XX- XXXX(日-月-年) | XXXXXXX | XXXXXXXX | CNY：月收入XXX |

Your kindly consideration on her application will be greatly appreciated.

Best Regards,

Name of the leader: （领导人姓名）

Position of the leader: （领导人职位）

Signature (领导的手写签名)

Company’s Stamp （公司盖章）

Company Name: XXXXXX

Add: XXXXXX

Tel: XXX-XXXXXX

Fax: XXX-XXXXXX

注：

1. 在职证明须用公司抬头纸且全英文打印，最终保持在职证明为全英文格式即可。

2. 凡样本中XX的地方，请根据您的实际信息更改。

3.（）括号中为我们标注的注释，请将其全部删除，无须保留。

4．请不要将“此处请添加公司页眉”字样保留在完成的在职证明中。

5．样本中需填写完整日期时，请按照“日-月-年”的格式填写。如：2012年12月2日，应为12 Feb 2012

例如：1月Jan；2月Feb；3月Mar；4月Apr ；5月May；6月Jun；7月Jul；8月Aug；9月Sep；10月Oct；11月Nov；12月Dec。