

此为模板，请按此格式用带有公司抬头的信纸打印  
(如公司没有抬头信纸，请自行添加打印抬头，空格处也需用打印的形式填写)

Date:

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

## CERTIFICATE

Dear Sir or Madam:

This is to certify that Mr./Ms.\_\_\_\_\_ is working at \_\_\_\_\_ with the position of \_\_\_\_\_ in \_\_\_\_\_. He/She has already got this job since \_\_\_\_\_ and his/her monthly salary is RMB \_\_\_\_\_. We have approved his/her annual leave from \_\_\_\_\_ to \_\_\_\_\_ for his/her holiday to \_\_\_\_\_ and other European countries (如果不去其他欧洲国家请将 and other European Countries 删除). During the journey all the costs and accommodations will be paid by\_\_\_\_\_.

We hereby guarantee Mr./Ms.\_\_\_\_\_ will obey the laws in your country and we shall retain his/her position until he/she comes back.

The following are the detailed information about Mr./Ms.\_\_\_\_\_

| Name | Gender | D.O.B. | Passport No. |
|------|--------|--------|--------------|
|      |        |        |              |

Signature:

Occupation of Signatory:

Seal:

Company:

Address:

Telephone: