**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）**

**Certificate of Employment**

Date: (日/月/年)

To: Visa Section, Consulate-General of  (申请国家名称) in Shanghai(Beijing或Guangzhou)

This is to certify that Mr./Mrs.（申请人姓名） is the (职位) of our company（如是其他类型单位，请根据实际情况填写）. He/She has been working here since (日/月/年).

He/She is allowed to be off work between (日/月/年) to (日/月/年) to travel to (申请国家名称) to have a trip（旅游）(for a family visit 探亲 , to visit friend 访友, for business purpose 商务活动) .

We guarantee that he/she will abide by the laws and regulations in your country and return to China on time . All of the travelling expenses will be paid by himself/herself(如果费用由单位承担，请根据实际情况填写) .We agree and will keep his/her position after he/she comes back to China.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name  (申请人姓名) | D.O.B  出生日期（日/月/年） | Passport No.  护照号码 | Position  职位 | Monthly income  月收入 |
|  |  |  |  |  |

Your kind approval of this application will be highly appreciated.

Yours sincerely

Director Name: 签字人姓名（打印拼音于此），中文签名在拼音旁。不可本人签字。

Director Position: 签字人职位（打印英文职位名于此）

Company: Tongcheng Network Technology Co., Ltd.（单位英文名称，并加盖公章于此）。

Address: No. 328,Xinghu Road,Suzhou,Jiangsu（单位英文地址）

Tel：+8651282276000（可联系电话）

Fax：+8651282275000（可联系传真）