TO: VISA SECTION

Dear Sirs,

Mr. / Ms. XXX (申请人姓名) works in our company from XX.XX.XXXX（现单位入职时间某年某月某日）.He/She will be on traveling purposes visiting your country from XX.XX.XXXX to XX.XX.XXXX (出国具体日期某年某月某日). All the expenses include air tickets, transportation, accommodation and health insurance will be covered by himself / herself. He/She will be back on time as his/her schedule planned and shall continue to work in our company after his/her visit to U.K.

Name Date of Birth Passport-No. Position Annual Income

XXXX XXXXXX GXXXXXX XXXX RMBXXXX

Your kind approval of this application will be highly appreciated.

Best Regards,

Name of the leader（领导人姓名拼音）

Position of the leader（领导人职位）

Signature (领导的签名)

Company’s Stamp（公司盖章）

Tel: XXX-XXXXXX

Add: XXXXXX

Company Name: XXXXXX

**注：**

**1. 在职证明需打印成英文，请删掉参考样本中所有中文的提示语，保持在职证明为全英文格式**

**2. 凡样本中XX的地方，均需相应填写您的相关信息，不要保留XX在完成后的在职证明中**

**3.（）括号中为我们为您更加清晰在职证明的内容而标注的解释，不要保留在完成后的在职证明中**

**4．请不要将“附件1：英文在职证明参考样本”字样保留在完成的在职证明中**