**Dear Visa Officer:**

**This is to certify that** **XXXX****(姓名全拼) is the** **XXXX(职位) of** **XXXX(公司英文全称). He/She will go to XXX****(国家名称) from XX Dec,2018 to** **XX Dec,2018(出行日期). We guarantee that** **he/she will obey the local laws during the tour and come back to China as soon as finishing the trip.** **His/Her position in our company will be kept until returning. He/She has been working in our company from XX May,2015(入职时间). And the annual income is XXXX(年收入总额) RMB. All the expenses including air tickets, transportation, accommodation and medical insurance will be covered by** **himself/herself. Please kindly issue the visa after your checking up. Thank you.**

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| --- | --- | --- | --- | --- |
| **Name** | **Sex** | **Date of Birth** | **Position** | **Passport No.** |
|  |  |  |  |  |

**Your kind approval of this application will be highly appreciated.**

**Sincerely yours,**

Company Name(公司名称):

Phone number(公司电话):

Address(公司地址):

Signature of the leader(领导手写签名):

Company’s stamp(公司盖章):

**注意事项：**

**1、模板中XXX的地方，均需填写相应信息，填写完毕请删除XXX等字样；**

**2、括号中的中文为所需信息的内容解释，填写完毕请删除；**

**3、请注意英文中他/她区别（he/she, his/her, himself/herself）,填写时请删除另外的性别表达；**

**4、内容字体颜色请改为黑色。**

**5、填写完毕请删除该注释。**

兹证明XXX先生/女士出生于XXXX年XX月XX日，是我公司在职人员，从XXXX年XX月XX日起在我公司任职至今，当前职位是XXXX，薪酬为人民币XXX元/月，年薪为人民币XXX元/年。他/她将于 XXX年XXX月XXX日前往XXX（国家名称）旅行，并于XXX年XXX月 XXX日归国。其后将继续在我公司工作。旅行期间一切费用自行承担。其在XXX（国家名称）旅行期间会遵守当地法律，并保证按时归国。

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **姓名** | **性别** | **出生日期** | **职位** | **护照号码** |
|  |  |  |  |  |

公司名称：

公司电话：

公司地址：

上级主管领导姓名：

公司盖章：