Certification Letter

To: XXXX Embassy

Fm: xxxxx

Add:xxxxx

Tel: xxxxx Fax: xxxxxx

Dear Sir or Madam:

This is to certify that the following person is working in our unit.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | D.O.B | P.P. No. | Position | Salary/M | Work time |
| xxxx | xxxx | xxxx | xxxxx | xxxxx | xxxxx |

He/She/They will travel to Canada during 2Jan to 7Feb 2015. Hereby we guarantee that he/she/they will abide all of laws and regulations of the countries where he/she/they stays.

All the cost during the trip including health insurance will be paid by himself/herself/themselves. We will keep his/her/their position during he/she/they outbound and we are sure he/she/they will be back to China on time.

Yours Faithfully

Person in charge: Li Liqiang

Position: General Manager

Register No: 110102159541247

打印时请把红色的字体修改后，方可打印

在职证明信

致：XXXX使馆

公司名称：xxxxxxxx

公司地址：xxxxx

公司电话：xxxxx 传真：xxxxx

尊敬的先生或女士：

兹公司证明以下人员在我公司工作，具体信息如下：

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名 | 生日 | 护照号 | 职务 | 月薪 | 入职时间 |
| xxxx | xxxx | xxxx | xxxx | xxxx | xxxx |

他/她/他（她）们准备在2012年x月x日至x月x日期间去加拿大旅游，他/她/他（她）会遵守当地的法律法规。

本次旅行所产生的所有费用由他/她/他（她）们自己承担，我们公司会保留其职位,并保证他/她/他（她）们将在旅游结束之后按时归国。

祝好

公司负责人名字：李立强

公司负责人职务：总经理

营业执照或机构代码注册号：110102159541247

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