**公 司 抬 头**

在 职 证 明

尊敬的签证官：

XXXX在我单位担任XXX职务，他/她计划自XXXX年X月X日到XXXX年X月X日(出国日期某年某月某日)赴澳大利亚探亲/旅游。他/她的具体信息如下，

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 姓名 | 出生日期 | 护照号 | 职位 | 月薪 |
|  |  |  |  |  |

我们保证他/她在澳大利亚期间将遵守当地的法律法规，并将按时回国。此次费用由他自己/她自己承担，请给予他/她签证。

单位名称：

单位地址：

领导人签名

领导人职位

联系电话：

公司盖章

**公 司 抬 头**

Certification Letter

Dear Sir or Madam:

Jia Ruixia is the vice section chief in our company. She will travel to Australia from June 26 2017 to July 16 2017 .Her specific information is as follows.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | D.O.B | P.P. No. | Position | Salary/M |
| Jia Ruixia | 27 Apr 1974 | E20797417 | vice section chief | RMB5000 |

Hereby we guarantee that she will abide all of laws and regulations of the countries where she stays.

All the cost during the trip including health insurance will be paid by herself. We are sure she will be back to China on time. Please grant her visa.

Yours Faithfully

Company Name: Jinan Lixia District People's Government Yanshan Sub-District Office

Add:No.21 East District Yanzishan Community,Lixia District,Jinan,Shandong

Name of the leader:Li Sha

Signature --手写签名

Position of the leader: director

Tel:0531-88158888888

Company’s Stamp: 盖章