**Certificate**

Dear Sir or Madam:

This is to certify that Mr./Ms. XXXX(申请人姓名)，passport No,XXXX(护照号码)， works in our company as XXXX（职位） since Jan.（月）1998（年）. His/Her monthly salary is RMBXXXX(月薪). He/She will have a tour to the country(国家） from 01 Oct.2019 to 01 Oct.2019(具体往返日期：某日某月某年)

All the travelling expenses, including air tickets, transportation, accommodation and health insurance, will be covered by himself/herself.

We hereby guarantee that he/she will abide by all the laws and regulations during his/her staying abroad. We also guarantee that he/she will be back to China on schedule and will continue to work for our company.

I sincerely hope that you grant his/her the necessary visa at your convenience. If you have any questions, please do not hesitate to contact our company.

Yours sincerely

**Company Name: （公司名称）**

**Add: （公司地址）**

**Tel: （公司电话）**

**Name of the Contact：（负责人或领导姓名，不能是申请人本人）**

**Position of the leader：（负责人或领导职位，不能是申请人本人）**

**Signature ：（负责人或领导签字，不能是申请人本人,除了负责人签字必须手写以外，其他内容全部机打，且负责人和签字人需为同一人)**

**Company Stamp：（公司盖章）**

**XX XX 2019(在职证明开具的真实日期)**

**注意：**

**1、凡是模板中XX或标红的地方，都需要填写您本人的相关信息，不要在完成后的模板上还保留XX或标红的地方，完成后删掉即可  
2、（）括号中是我们为了您更加清晰模板中的内容而做的解释和提醒，不要保留在完成后的模板上，完成后删掉即可**