致澳大利亚领事馆：

兹有我司员工（XX）持有中国护照（护照号： 出生年月日：）。现为我公司(职位）。他/她于xx年XX月入职于我公司,月薪XXX人民币。他申请于2022年X月X日至2022年X月X日赴澳大利亚**旅游**。这期间所有的费用，包括飞机票，旅馆和餐食费由他本人/公司承担, 而且他/她必须在旅行结束后立即回到中国。旅行期间，我公司将保留他/她的职位。

负责人姓名 ：XXX

负责人职位：XXX

单位名称: xxxxx科技有限公司

单位地址: xxxx

单位电话: 010-xxxxxx

To Australian Consulate

The above mentioned delegate （XX） is holding the Chinese Common Passport.Passport No.:护照号,Date of birth:出生年月日, His/her position is （职位）. He/She is working in our company since 入职时间with the salary of 月薪 RMB.He/She is applying for the visa to Australia for tourist purpose during (往返时间）xx xx 2022–xx xx, 2022. During his/her visit, He/she/our company will be responsible to settle all the travel expenses including air fare, hotel accommodation and meals. We guarantee that he/she will return to China on schedule. We will keep his position during his/her visit in Australia.

Yours faithfully,

Name of person in charge：XXX

Position of person in charge：XXX

Name of the company: xxxxx Co.,Ltd

Address: xxxxx

Tel:010-xxxxx