公司抬头纸，红色部分需要根据实际情况修改

**在职证明**

尊敬的签证官：

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 姓名 | 性别 | 出生日期 | 护照号码 | 职务 | 月薪 | 工作时长 |
|  |  |  |  |  |  | 长期 |

兹证明XXX于XXX年XX月开始在我单位工作，他计划于XXXX年XX月XX日到XXXX年XX月XX日赴奥地利及其他国家旅游，我们保证，他会遵守当地法律法规。此次旅游费用包括：机票费、住宿费及医疗保险等均由他本人承担，我公司担保其按时回国，回国后继续在我单位工作。

希望您能给予签证！

公司全称：

公司地址：

公司负责人及职务：

负责人座机电话：

负责人签字：

日期

公司抬头纸，红色部分需要根据实际情况修改

**Certificate of employment**

Dear visa officer:

This is to certify that He Limin is the Vice Director of our company since Jan, 1986. She is going to travel to Austria and other European countries from 2017-12-2 to 2017-12-15. We guarantee that she will obey the local laws during the tour and come back to China as soon as she finishes the trip.

Her position in the corporation will be kept until she return. She will cover all the traveling expenses, please kindly issue the visa after your checking up!

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Sex | Date of Birth | Passport No. | Position | Monthly Salary | Working time |
| He Limin | F | 19XX.X.XX | G00000000 | Vice Director | 0000RMB | Longer term |

Sincerely yours

Signature：**（公司负责人及签字）**

Occupation of Signature：**（公司负责人职务）**

Company：**（公司全称）**

Add：**（公司地址）**

Tel：**（负责人座机电话）**

Date：**（日期）**