**(**畫線字體標示注的地方根据自身情况修改，在职证明需用公司抬頭信纸打印，要有公司名稱、电话及地址**)**

## Date: XX-XX-XXXX(年月日)

## TO: Consulate General of 國家 in Beijing(Shanghai)

**CERTIFICATE**

Dear Sir or Madam:

This letter is written to certify that Mr.(s) (姓名-性别) (Passport No.), Date of birth：(出生日期) is employed by DARDI INTERNATIONAL CORPORATION(公司名称). as XXX(职位). He has already got this job for 3(年資) years ,and has a salary for 4000.00 RMB(月薪) a month. He will be assigned to travel to xx(国家) for business(商务出访目的) purpose from 23.Dec.2008 to 02 Feb 2009. (出访时间-回来时间)ALL expenses including returning air tickets , lodging and abroad health insurance will be covered by himself(由公司承担也可以个人承担) .And we also guarantee that he will abide by the laws and come back on schedule and resume his position in our company.Please kindly issue he visa after your checking up.

Yours truly

Chen Bo(负责人签名+盖公司公章)

Chairman(负责人职位)

XX XX XXXX(日期)

DARDI INTERNATIONAL CORPORATION(公司名称)