**（请用单位信笺纸打印）**

Dear Officer,

Herewith we confirm that Mr/Ms XX belongs to (单位名称). His/Her working period is X years. We approved his/her trip to European countries during his/her holiday from XXX to XXX. All the cost and accommodations will be paid by himself/herself. His information is as below:

Name: Passport No.: Date of Birth:

Position: Salary:

We hereby formally guarantee that he/she will abide by all outbound laws and regulations and will come back to China on time, we will reserve his/her position after his returning.

Leader： （电脑里打上人中文签字人名字并中文签字）

Position:

Add:

Tel:

Fax:

尊敬的工作人员:

XX先生/女士是（单位名称）的员工，他/她在本单位工作已有X年。现在我们同意其利用假期前往欧洲国家旅行（旅行日期必须写清楚几号到几号）。旅行期间的所有费用将由其本人自行承担。

姓名: 护照号码： 生日：

职务： 月薪：

我们担保其会遵守当地法律以及准时回国，同时我们将保留其原来职务。

领导姓名：（电脑里打上中文签字人名字并中文签字）

职务：

单位地址：

电话：

传真：