**【在职】【下划线部分请根据申请人实际情况更改，打印前请将格式统一并删除本说明及所有中文】**

**Mar. 08th, 2012（开具此证明的日期）**

**Certification**

**Dear Sir or Madam:**

**Herewith we confirm that Zhang San（姓名拼音） is Sales Manager（职务） of our company. He intends to go to** [**the**](app:ds:the)[**United**](app:ds:United)[**States**](app:ds:States) **for holiday in May 2011.**

**Name: Zhang San（姓名拼音）**

**Date of Birth: 01 January 1960（出生年月）**

**Place of Birth: Nanjing, Jiangsu（出生省市）**

**Passport: G12345678（护照号码）**

**Monthly Salary: 8000 RMB（月薪含奖金，请与个人资料表所填一致）**

**All cost relating to his visit will be paid by himself. We guarantee that he will abide by the laws and rules in your country. He will come back to China on schedule and resume his position in our company.**

**If you have any question, please contact us at 021-12345678（签字人电话）.**

**Your kind approval of this application will be highly appreciated.**

**Yours sincerely,**

**Li Si（领导亲笔清晰的中文签名）**

**Company: Shanghai 123 Co., Ltd（公司英文名字）**

**Tel: 021-12345678（同正文中的公司电话，可联系到签名的领导）**

**Fax: 021-12345678（公司传真）**

**Add: No.1, Chongqing Road, Shanghai（公司地址）**