**在职证明信参考样本，请注意以下内容**

* 1. 请用公司抬头纸打印，如公司无抬头纸，需用电脑做出；
  2. 请去掉参考样本中的所有中文提示语，保持在职证明信为全英文格式；
  3. 蓝色字体部分为申请人需改动部分。

（在职证明信英文样本）

22,Jun 2010

This is to certify that Mr.(Ms.)Zhang San is an employee(职位，如doctor, teacher, director,etc.)of our company（hospital, school, bureau, etc）.He (She) would like to go to U.S.A. to spend his (or her) vacation for xx days. All his(her) travel expense and insurance will be covered by himself(herself). His(Her) position in the company（hospital, school, bureau, etc）will be kept for him(her) during his(her)vacation. We guarantee that he(she) will obey all your immigration laws and return China on time.

We would appreciate your help if you could grant him(her) the visa.

Name Sex Date of Birth Passport Number Annual Income

Zhang San M(F) 14-09-1959 G00296067 RMB200,000YUAN

Sincerely yours,

领导拼音名字，首字母需大写（打印领导拼音名后亲笔中文签名，如本人为公司最高头衔，需由副职人签名。本人和夫妻不能代表签名）

领导英文职务（在此处单位盖章）

单位英文名称

TEL: 010-xxxxxxxx

FAX: 010-xxxxxxxx

(公司抬头纸的页眉和页脚若已显示单位中文名称和地址，以上两项可不予填写，否则需填写中英文对照的单位名称和地址)

**提示：英文在职证明信做好后，请将括号中全部提示语及中文删去，保持在职证明信为全英文格式**