**附件三：在职证明参考样本（中文）**

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| **公 司 名 称 抬 头**  **在职证明**  兹证明xxx，女/男，出生日期为：XXXX年X月X日。护照号码：G/E.\*\*\*\*\*\*\*，是我公司/单位员工。自XXXX年XX月起一直担任我公司/单位XXXX一职，年收入XXXX元整。  我公司准许该员工于XXXX年XX月XX日--XXXX年XX月XX日假期期间前往澳大利亚旅游，此次旅游的所有费用均由她/他本人/我公司承担，我们保证她/他将遵守旅游目的地国家的法律法规，且她/他回国之后继续在我公司/单位任职。  特此证明。  公司地址：  公司电话：  公司传真：  公司名称及盖公章  公司领导职务及姓名：  公司领导签字：  XXXX年XX月XX日 |

**注：凡样本中XX和红字的地方，均需相应填写您的相关信息，不要保留XX和红字在完成后的在职证明中。**

**在职证明要求全部打印出来，不能手填写。领导签字要求手写签名，领导不一定是法人代表。**

**附件四：在职证明参考样本（英文）**

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| **公 司 名 称 抬 头**  **CERTIFICATION**  To Whom it may concern:  This letter is a confirmation of employment for ZHANG SAN（申请人姓名，与护照一致） as the Chairman of the board（申请人职务） at Jiayi Meiting ( Sichuan) Enterprise Management Co., Ltd（申请人公司名称）.  ZHANG SAN has been employed by Jiayi Meiting ( Sichuan) Enterprise Management Co., Ltd. since Feb 2005（入职时间） and her/his current annual salary is CNY 500000（申请人年薪）. She/He is entitled to have 15 days (from 30 Sep to 14 Oct 2012) （假期时间）vacation to travel in Australia for tourism. All Travel-related expenses (travel, accommodation, transportation etc.) will be her/his own/our company's responsibility. We guarantee that she/he will abide by the Australia laws during her/his stay in the Australia, and she/he will continue to work in our company after coming back to China.  Here below are personal details of Ms./Mr. ZHANG SAN:   |  |  |  | | --- | --- | --- | | Name | : |  | | Title | : |  | | Company | : |  | |  | | | | Passport Number | : |  | | Date of Birth | : |  | | Annual Salary |  |  |   Should you require further details or information regarding ZHANG SAN terms of employment or tenure at Jiayi Meiting ( Sichuan) Enterprise Management Co., Ltd., please do not hesitate to call me with my contact information listed below.  Company Add.:  Company phone and fax:  Jiayi Meiting ( Sichuan) Enterprise Management Co., Ltd.  (领导职务和姓名（英文））  (领导签字）    10 Oct 2012 |

**注：**

**①凡样本中红色字的部分，均需相应填写您的相关信息，不要保留红色自部分在完成后的在职证明中；**

**②凡样本中括号内文子部分，均为注释，不要保留该部分在完成后的在职证明中。**

**在职证明要求全部打印出来，不能手填写。领导签字要求手写签名，领导不一定是法人代表。**