**抬头纸**

### Certificate

**This is to certify that Mr. XXX is a staff in our** **company. He has holiday from 27th Sep 2018 to 09th Oct 2018 to visit your country. The purpose of this duration is sightseeing .The detailed personal information of applicant listed as below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name** | **D.O.B** | **Position** | **Monthly Salary** | **Working time** |
| **XXX** | **29th Mar 1987** | **General Manager** | **RMB 30000** | **5 Years** |

**All the costs including accommodation and health insurance of this journey will be covered by himself. We guarantee that he will obey the outbound laws and regulations and will return to China at the end of this trip and continue to work in our company.**

**Yours Sincerely,**

**Company Name: XXX**

**Company Add: XXX**

**Tel: XXX**

**Person in Charge: XXX（负责人不能是自己）**

**Position: XXX**

**Signature:**