**抬头纸**

### Certificate

**This is to certify that Mrs. XXX is a staff in our** **company. She has holiday from 14th Jul 2018 to 31st Jul 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** | **19 Mar 1979** | **Legal Person** | **RMB 20000** | **06 Nov 2014** |

**All the costs including accommodation and health insurance of this journey will be covered by herself. We guarantee that she 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: Manager**

**Signature:**