**此为样本，请按此格式用带有贵公司抬头的信纸打印（如贵公司没有抬头信纸，请自行添加打印抬头，空格处也需用打印的形式填写）**

DATE:（日期以阿拉伯数字根据日/月/年的格式填写）

Visa Section  
(申请签证国家英文名称) Consulate General in Shanghai

Mr/Ms（选择正确的性别）(本人姓名的拼音) (护照号码) (出生日期年/月/日) is the(现任职位的英文名称)of the(现任部门的英文名称)Department in our Company since(具体的入职时间 年/月/日), and her/his（选择正确的性别） monthly income is RMB(月收入数目用阿拉伯数字). We have approvedher/his（选择正确的性别） vacation to (申请签证国家英文名称) from（此次行程的出发时间）to （此次行程的结束时间）.All the expenses during the travel will be borne by herself/himself（选择正确的性别）. We hereby guarantee Mr/Ms（选择正确的性别）(本人姓名的拼音)will obey the laws in outbound and we shall retain her/his（选择正确的性别） position till the end of the holiday.

Signature：（请单位负责人亲笔签名,请不要用拼音签名，并将中文姓名打印在旁边）

Occupation of Signature: (签字人的职务，请用英文打印)

Seal：（请加盖公司公章）

Company：(公司英文名称)

Address: (公司英文地址)

Telephone：(可以联系到的公司电话)

Fax: (公司传真)

**此为模板，请按此格式用带有贵公司抬头的信纸打印（请注意空格处也需用打印的形式填写）**

DATE:

Consulate General in Shanghai

(Passport No. Date of birth: ) is the of the Department in our Company since ，and the monthly salary income is RMB . We have approved his/her vacation to \_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_ to . All the expenses during the travel will be borne by . We hereby guarantee will obey the laws overseas and we shall retain the position till the end of the holiday.

Signature:

Occupation of Signature:

Seal:

Company(both Chinese & English):

Address(both Chinese & English):

Telephone:

Fax: