**在职证明英文样本，请用公司抬头纸打印。**

**Working certificate**

This is to certify Mr. /Ms. \_\_\_\_\_\_, he/she was born on\_\_\_\_\_\_. The passport No. is \_\_\_\_ \_\_. He/She is our 职务 , From\_\_\_ \_\_\_ still working for my company with annual income of about \_\_\_\_\_\_.

Mr. /Ms. is planning to attend Brazil、Argentina、Peru and Chile（不去的国家可删掉）for tourism from \_\_\_\_\_20XX to \_\_\_\_\_ 20XX. His/She position will be retained during his/she absence and he/she will assume the same position when he/she returns. Our company guarantee that he/she will observe the local laws in Brazil、Argentina、Peru and Chile（不去的国家可删掉）. He/she will come back to China on scheduled time after this tourism.

All the expenses of this tourism will be borne by himself/herself/our company.

Company's business license number:   
Company Organization Code Certificate No.:

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Add: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

负责人职务（英文）：负责人姓名拼音

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

盖章+中文手写签字（证明人）