

## Certification

Dear Sir or Madam:

Herewith we confirm that Mr/Ms (姓名) is the Employee of (单位名称). He/She will go to visit Philippines from (出发时间) to (离开时间).

Name: 姓名

Date & Place of Birth: 出生日期、地点

Service organization: 单位名称

Title: 职位

Passport: 护照号

Current Working Period: 工作年限

Salary: RMB 月薪/month

All costs relating to his/her stay will be borne by himself/herself. We guarantee that during this trip he/she will obey laws of your country and be back as scheduled. We will resume his/her position in our company. It will be grateful if you issue him/her visa as soon as possible!

Best regards,

Yours faithfully,

单位名称

Legal Representative: 领导名字拼音

Signature: 领导手写签名

(此处应盖公章)

Add: 单位英文地址

Tel: 单位电话 Fax: 单位传真