**此为样本，请按此格式用带有公司中英文抬头的信纸打印**

**2.如只去瑞士一地请删除and other European countries**

**3.在职证明内容修改好后，请用黑色字体打印。**

**4.性别部分M代表男的，F代表女的。**

**5．如客人所工作的分公司没有营业执照，只能提供总公司的。请在在职证明中增加一段英文说明，说明原因。且在落款处打印公司名称时要是Guizhou Liming Sources of Energy Group Co.,Ltd beijing branch 的格式。**

01 September 2006（开具在职证明的时间）

Attn.: Visa Section

         Switzerland Embassy in Beijing

Dear visa officer:

This is to certify that Mr/Ms. (选择正确的性别) Lu Yue (本人姓名的拼音) is the general manager (现任职位的英文名称) of our corporation (请根据您的情况更改). He/She (选择正确的性别) is going to travel Switzerland and other European countries(如您只去瑞士一地请删除此句) in October，2006 (此次行程的出发日期月/年). We guarantee that he/she (选择正确的性别) will obey the local laws during the tour and come back to China as soon as he/she (选择正确的性别) finishes the trip. His/Her (选择正确的性别) annual income is 200000(年收入数目请用阿拉伯数字)RMB. His/Her (选择正确的性别) position in the corporation (请根据您的情况更改) will be kept until his/her (选择正确的性别) return. He/She (选择正确的性别) will cover all the traveling expenses himself/herself (选择正确的性别), please kindly issue his/her (选择正确的性别) the visa after your checking up!

Name                Sex         Date of Birth          Passport No.

Lu Yue             M/F            03/04/1963               G13860815                                    (本人姓名的拼音)   (选择正确的性别) (出生日期请用阿拉伯数字日/月/年)  (申请人护照号码)

Sincerely yours

**Signature:**(请单位负责人亲笔签名,请不要用拼音签名，并将中文姓名和拼音姓名同时打印在旁边)

**Occupation of Signature:**(签字人的职务，请用英文和中文同时打印)

**Seal:**(请加盖公司公章)

**Company:**(公司英文名称)

**Add:** (公司英文地址)

**Tel:** (可以联系到的公司电话)

**Fax:** (公司传真)