# 签证护照在职证明怎么开(九篇)

来源：网络 作者：雪海孤独 更新时间：2024-06-13

*无论是身处学校还是步入社会，大家都尝试过写作吧，借助写作也可以提高我们的语言组织能力。范文书写有哪些要求呢？我们怎样才能写好一篇范文呢？下面是小编帮大家整理的优质范文，仅供参考，大家一起来看看吧。签证护照在职证明怎么开篇一在 职 证 明先生...*

无论是身处学校还是步入社会，大家都尝试过写作吧，借助写作也可以提高我们的语言组织能力。范文书写有哪些要求呢？我们怎样才能写好一篇范文呢？下面是小编帮大家整理的优质范文，仅供参考，大家一起来看看吧。

**签证护照在职证明怎么开篇一**

在 职 证 明

先生（小姐/女士）是我公司在职人员，在x年xx月xx日出生，从x年xx月xx日起在我公司任职至今，职位是（职位名称）。

我公司批准其在x年xx月xx日离境前往韩国，于x年xx月xx日前归国，请假时间为 天，一切费用由其自行承担。我公司保证其在旅行期间遵守贵国法律，并保留其职务到假期结束。

公司地址：xx市路号xx大厦楼x室 邮政编码：

上级主管领导：先生（小姐/女士）

出行人联系电话：（区号）（固定电话号码）及手机号

特此证明！

xx市

年xx月日

（加盖公章）

注意：

1） 客人在本公司任职时间必须至少要六个月或以上！

2） 单位在职证明必须是正本！

3） 本人的入职日期不能大于公司成日的日期; 4） 签证代办，找亚新签证服务中心

**签证护照在职证明怎么开篇二**

x市 有 限 公 司

在 职 证 明

先生（小姐/女士）是我公司在职人员，在x年xx月xx日出生，从x年xx月xx日起在我公司任职至今，职位是（职位名称）。

我公司批准其在x年xx月xx日离境前往韩国，于x年xx月xx日前归国，请假时间为 天，一切费用由其自行承担。我公司保证其在旅行期间遵守贵国法律，并保留其职务到假期结束。

公司地址：xx市路号xx大厦楼x室 邮政编码：

上级主管领导：先生（小姐/女士）

出行人联系电话：（区号）（固定电话号码）及手机号

特此证明！

xx市

年xx月日

（加盖公章）

**签证护照在职证明怎么开篇三**

certificate

date:

to: visa section of \_\_\_\_\_\_\_\_\_\_consulate general in shanghai

mr./ms/mi\_\_\_\_\_\_\_\_is the \_\_\_\_\_\_\_\_\_of the \_\_\_\_\_\_\_\_dept in our corporation. he/she began to work in our corporation since mr./ms/mi\_\_\_\_\_\_\_\_intends to travel to\_\_\_\_\_\_\_ in /she will stay in \_\_\_\_\_\_\_\_\_\_\_for the expenses including the transportation, the accommodation, the meals and the health insurance will be furnished by himself/herself. meanwhile we are willing to retain his/her position until he/she comes back.

the salary of mr./ms/mi\_\_\_\_\_\_\_\_is rmb \_\_\_\_\_\_\_\_\_ per month.

company：

signature and seal：

telephone：

time:

签证在职证明模板

certificate of incumbency

indonesia embassy in china:

i have my staff passport number: , g0, duties as deputy general manager, a monthly income of $; in march 9th to 12 days of traveling to indonesia for businevisits, i guarantee the company returned on time, do not violate local laws and regulations. my company retained their positions, please give the visa facilitation.

company address:

phone:

company

in 2024 february 25

certification

embassy / general consulate of indonesia

february 25, 2024

dear visa officer,

this is to certify that mr . is an employee of our company, he will visit indonesia from march 9th-12th, 2024 for 4 ( four ) days.

our company will be responsible for all the expenses related to mr \'s stay in indonesia, including but not limited to board, lodging and airf-are.

please be informed that below is his important information:

passport: g0 no.

date of birth: 22 july, 1962

gender: male

position: deputy general manager

salary: rmb / month

our company hereby guarantees that the applicant will obey all the laws and regulations of the countries to be visited, and return to china on time . we keep his position upon the trip is finished.

thank you very much for your kindly consideration.

sincerely yours.

签证在职证明模板

certification

date: date

the embassy ( general consulate ) of beijing ( shanghai / guangzhou /... )

this is to certify that are employees of our company names, units or inspaniduals introduced, they will visit, city in visit date days days . during they stay for in the travel expenses will, all be covered by our company.

sex name date of birth passport no . profession

( personal data )

our company hereby guarantees that the applicants will obey all the laws and regulations of the countries to be visited, and return to china on time . we keep their position upon the trip is finished.

thank you very much for your kindly consideration.

company name

leadership position

signature

seal

this is the common businevisa working certificate.

tourist visa certificate of incumbency in some countries require job, monthly pay

certification

date: date

the embassy ( general consulate ) of beijing ( shanghai / guangzhou /... )

this is to certify that are employees of our name, company, they ( he / she ) will visit, city in visit date for stay days.

our company hereby guarantees that the applicants will obey all the laws and regulations of the countries to be visited, and return to china on time . we keep their position upon the trip is finished.

salary: / month position:

thank you very much for your kindly consideration.

company name

leadership position

signature

seal

the visa working certificate / guarantee pattern generally similar, but that the identity, position, salary, the unit will retain the position, the rise of pa-pe-r signed ok

beijing send signed by embassy beijing

shanghai / guangzhou send signed with general consulate shanghai / guangzhou

**签证护照在职证明怎么开篇四**

兹证明\_\_\_\_\_\_ ，出生日期\_\_年\_\_月\_\_日，姓别\_\_

于\_\_年\_\_月\_\_日起在\_\_\_\_\_\_\_\_\_\_\_\_\_公司\_\_\_\_部门任\_\_\_\_\_\_\_\_\_\_\_\_\_职务。

（任职证明日期须至少6个月以上）

单位主管：

月 薪：

单位地址：

兹证明—x，x年x月x日出生，身份证号码—，x年x月x日起为我公司正式员工。

特此证明。

公司名称：

联系电话：

公司印章：

公司法人：

日期：

**签证护照在职证明怎么开篇五**

certification

visa officer

consular section, embassy, beijing/shanghai(请选则使馆) consulate

company: (公司名称)

add: (公司地址)

tel:( 区号-公司电话) fax:(区号-公司传真)

dear sir or madam:

i am (领导人姓名), the (领导人职务) in this company. i certify that (ms.申请人姓名)，who was born on (1999/09/19申请人出生日期), is working as (申请人职务) in our units. (his/her) monthly salary is about (申请人月收入) rmb, and she/he has been working in our units since (申请人开始工作时间).(she/he) has been allowed for a leave to visit australia from (/07/17)出行日期) to (/07/17)回程日期).

we will keep (his/her) position during (his/her) visit in australia. we also guarantee that (he/she) will come back to china and continue to work in our units after (he/she) returns from australia.

best regards

(领导本人签名)

(日期)

the registration number as which the units is registered in the business bureau(营业执照注册号).

**签证护照在职证明怎么开篇六**

先生（小姐/女生）是我公式在职人员，在x年xx月xx日出生，从x年xx月xx日期在我公司任职至今，职位是（职位名称）。

我公司批准其在x年xx月xx日离境前往韩国，于x年xx月xx日前归国，请假时间为 天，一切费用由其自行承担。我公司保证其在旅游期间遵守贵国法律，并保留期职务到假期结束。

公司地址;xx市路号xx大厦楼x室

邮政编码：

上级主管领导：先生（小姐/女生）

出行人联系电话：（区号）（固定电话号码）及手机号

特此证明！

xx市x有限公司

（上级主管领导亲笔签名）

x年xx月xx日

（加盖公章）

**签证护照在职证明怎么开篇七**

兹证明先生(小姐/女士)出生于x年xx月xx日，先生(小姐/女士)是我公司在职人员，从x年xx月xx日起在我公司任职至今，职位是x部经理，薪酬为人民币x元/月。

公司地址：xx市路号xx大厦楼x室

邮政编码：

上级主管领导：先生(小姐/女士)

联系电话：(区号)(固定电话号码)

特此证明!

xx市x有限公司

(上级主管领导签名)

x年xx月xx日

(加盖公章)

注意：单位在职证明书需要有公司抬头信笺纸打印

没有公司抬头纸或手写证明则须附上单位营业执照复印件

**签证护照在职证明怎么开篇八**

x x x x x x x x ltd.

to: embassy of the united states

dear visa officer:

this is to certify works in our company as since the year of his/her monthly salary is rmb he/she will have a tour to the united states of america from

all the travelling expenses, including air tickets, transportation, accommodation and health insurance, will be covered by himself/herself.

we hereby guarantee that he/she will abide by all the laws and regulations during his staying abroad. we also guarantee that he/she will be back to china on schedule and will continue to work for our company.

yours sincerely

company name: 公司英文名称

add: 地址 tel: 电话

name of the leader : 领导姓名 signature：

x x 市x x x x 有 限 公 司

**签证护照在职证明怎么开篇九**

\_\_\_\_\_\_\_\_\_\_驻上海总领事馆签证处：

\_\_\_\_\_\_\_\_\_\_先生/女士/小姐在我公司\_\_\_\_\_\_\_\_\_部门任\_\_\_\_\_\_\_\_职务，自\_\_\_\_\_\_\_年起就在我公司任职，至今已有\_\_\_\_\_年。现\_\_\_\_\_\_先生/女士/小姐决定\_\_\_\_\_\_\_年\_\_\_\_\_\_月前往\_\_\_\_\_\_\_\_旅游，他/她将在\_\_\_\_\_\_\_\_\_停留\_\_\_天。在\_\_\_\_\_\_\_\_先生/女士/小姐团队旅行期间一切费用包括全程机票，住宿，一日三餐，健康保险等由其自行承担。我公司保留其职务到回国后。

\_\_\_\_\_\_\_\_\_\_先生/女士/小姐的月薪为rmb\_\_\_\_\_\_\_\_\_\_ /月。

申请人单位：

领导签字，公司公章：

联系电话：

时间：

certificate

date:

to: visa section of \_\_\_\_\_\_\_\_\_\_consulate general in shanghai

mr./ms/mi\_\_\_\_\_\_\_\_is the \_\_\_\_\_\_\_\_\_of the \_\_\_\_\_\_\_\_dept in our /she began to work in our corporation since ./ms/mi\_\_\_\_\_\_\_\_intends to travel to\_\_\_\_\_\_\_ in /she will stay in\_\_\_\_\_\_\_\_\_\_\_for the expenses including the transportation, theaccommodation, the meals and the health insurance will be furnished byhimself/herself. meanwhile we are willing to retain his/her position untilhe/she comes back.

the salary of mr./ms/mi\_\_\_\_\_\_\_\_is rmb \_\_\_\_\_\_\_\_\_ per month.

company：

signature and seal：

telephone：

time:

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