**Certificate of employment**

Aug 10, 2018

Embassy of the Australian in China

Dear Visa Section Officer,

This is to certify that the Mr. Zhang Ming is deputy manager in our company. He has been working here since Jan 1, 2001

He is allowed to be off work between Sep 1, 2018 and Sep 15, 2018 to have a trip to Australian, total 15 days.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | D.O.B | Passport No. | Position | Annual Salary |
| Zhang Ming | Nov 3, 19xx | E99999999 | Deputy manager | RMB 100000.00 |

We guarantee that he will abide by the laws in your country and regulations and return to China on time. All of the traveling expenses will be paid by himself. We agree and will keep his position after he comes back to China.

Your kind approval of this application will be highly appreciated.

Your sincerely,

Position of the leader: General Manager

Name of the leader: XXX

Company: China Travel Service of Henan Province Group., LTD.

Tel：+86-371- 6666xxxx

Fax：+86-371- 6666xxxx

Address: No.85, Huayuan road, Jinshui district, Zhengzhou Henan 450000

**在职证明**

2018年8月11日

澳大利亚驻中国大使馆

亲爱的签证官

兹证明张明先生在我们公司任副经理，他自2001年1月1开始一直在我公司工作。

他计划自2018年9月1日到2018年9月15日赴澳大利亚旅行，时间是15 天。

我们保证他将遵守贵国的法律法规，并按时返回中国。所有的旅行费用将由他自己支付。他回国后将继续在我公司工作。

希望您能够予以签证。

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 姓名 | 出生日期 | 护照号码 | 职位 | 年薪 |
| 张明 | xxxx年x月x日 | E99999999 | 副经理 | ￥100000.00 |

诚挚的问候！

领导人职位：总经理

领导人姓名：XXX

领导的签名：

公司名称：河南省xxxxx集团有限公司

电话：0086-371- 6666xxxxx

传真：0086-371- 6666xxxx

地址：河南省郑州市金水区花园路xx号 邮编：450000。