在职样本（打印前删除）

# **CERTIFICATION**

Mrs. / Mr. xxx is xx of our company. She/ He has been working in our company for xx years. We agree that she/ he will go to Australia for a travel trip. The time is from 9 April 2013 to 16 April 2013 about 8 days.

During the travel trip, all the costs and accommodations will be paid by herself/ himself.

We hereby formally guarantee that she/he will abide by all outbound laws and regulations and will come back to China on time. We will reserve she positions after her returning.

**Person in charge: Yu Liping**

**Position: Manager**

**Address:NO.9 Mituosi road,xihu district hangzhou**

**Tel: 0571- 85211429**

（最后盖公章 负责人签字即可 红色字体的需要替换部分 打印前删除）