**Certificate**

**To: visa section**

**Dear Sir and Madam**

**This is to certify that Mrs./Mr.XXX is the manager of ZHEJAING YOUXIAKE TRAVEL SERVICE CO., LTD. from Jan. 2000. She/He will go to UK for travel from 2014.05.10 to 2014.05.25 for 16 days.**

 **Her/His detail is as below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Date of Birth** | **Passport No.** | **Position** | **Monthly Salary** |
| **XXX** | **Apr. 01, 1974** | **G25791034** | **manager** | **8,000 RMB** |

 **We hereby declare that we shall guarantee the following for her/him.**

1. **All expense for her trip to European countries will be covered by herself/himself/company.**
2. **She/He will abide by all of the law and rule in your country.**
3. **She/He will return China at the end of the trip and continue to work in our company. We also keep her /he position till her/he coming back.**

**Sincerely yours,**

**Person in charge:XXX(除本人和通行人外的负责人签字)**

**Position: Manager**

**Address:XX**

**Tel: XXX**

---------------------------------------虚线下《公司担保信》译文仅供参阅，不需要提供译文--------------------------------------------

***《公司担保信》译文：***

\_\_\_\_\_\_\_\_\_\_国家领事馆签证处：

\_\_\_\_\_\_\_\_\_\_\_\_先生/女士在我单位担任\_\_\_\_\_\_\_(职务)，在我单位工作已经\_\_\_\_\_\_年。(他/她)的月工资为\_\_\_\_\_\_\_元。(他/她)计划于\_\_\_\_\_年\_\_\_\_月\_\_\_\_日至\_\_\_\_\_年\_\_\_\_月\_\_\_日自费去贵国旅行。我们担保(他/她)在贵国旅行期间遵守当地法律，并能按时返回中国，我单位将保留其职务。

**Certificate**

**Honored Visa Department of General Consulate in Shanghai**

**Dear Sir and Madam:**

 **Yu Jida has been a student of our school since September 01, 2008，he/she is now a member of Class 3 Grade 8.Because of holiday, we agree that he/she will go to European countries for a trip. The time is from January 30, 2011 to February 10, 2011 about 12 days.**

**During the journey, all the costs and accommodations will be paid by his/her parents.**

**We hereby formally guarantee that he/she will obey all the outbound laws and regulations. He/She will come back to China on time and go on study in our school.**

**Yours sincerely,**

**Baochu Pagoda Experimental School Hangzhou**

**Person in charge: Li Cheng**

**Position: Director**

**Add: No.81, Tianmushan Road,Xihu District,Hangzhou.**