【放假信样本--适用于旅游签证，探亲签证，访友签证】请用公司抬头纸打印

Certification

This is to certify that Zhang SXX (姓名) of our company is allowed to take a travel to USA in月份2016. We guarantee that Ushe/heU will abide by laws and decrees of the countries to be visited and Ushe/heU will not apply for employment or permanent resident permit. UShe/HeU will resume Uher/his Uduty in this company upon completion of the trip. All the expenses during her/his stay will be covered by herself/himself.

The details as the follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Passport No. | Position | Recruitment Date | Salary per Month |
|  |  |  |  |  |

Company Name：U公司名称（英文打印）

Company Add：U公司地址（英文打印）

Company Tel： U公司电话（英文打印）