**在职证明**

致\*\*总领事馆：

兹证明\*\*先生/女士(护照号码：……)，自\*\*年\*\*月至今在苏州城市学院任职，职务为\*\*，其年收入约为人民币（大写）\*\*整。

现允许其于\*\*年\*\*月\*\*日至\*\*年\*\*月\*\*日休假赴\*\*旅游，所需的所有费用均由其本人承担。\*\*先生/女士保证按时返回中国，在此期间，我校将保留其职位。

经办人签字：

经办人职务：人事处工作人员

单位：苏州城市学院（215000）

江苏省苏州市吴中区吴中大道1188

联系电话：86-0512-68350262

202X年\*\*月\*\*日

Certificate of Income and Employment

To:Consulate General of \*\*

This is to certify that \*\* (Passport No: \*\*) has been working in Suzhou City University since \*\*,he is now in position of \*\*. His annual income is RMB \*\*.

\*\*’s application of spending holiday from \*\*, \*\* to \*\*, \*\* in \*\* has been approved.All the expenses will be covered by himself.\*\* guarantees that he will return to China on time. We will keep his position during his trip.

 Signature:

Position:Staff of Human Resources Department,

Company: Suzhou City University （215000）

No.1188, Wuzhong Dadao, Wuzhong District，Suzhou, Jiangsu

Tel.: 86-0512-68350262

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