# 2024年签证工作证明模板简短(6篇)

来源：网络 作者：独影花开 更新时间：2024-06-30

*20\_年签证工作证明模板简短一证明(certificate)护照号g/e),从x年xx月在我公司担任职务,月薪╳╳╳╳元，欲利用假期,于20xx年xx月前往欧洲旅游，为期天。旅游需要的所有费用，均由其本人承担。我公司确保他/她遵守当地法规,...*

**20\_年签证工作证明模板简短一**

证明(certificate)

护照号g/e),从x年xx月在我公司担任职务,月薪╳╳╳╳元，欲利用假期,于20xx年xx月前往欧洲旅游，为期天。旅游需要的所有费用，均由其本人承担。

我公司确保他/她遵守当地法规,保证其在旅游活动结束后准时回国，并仍保留其原职务,请贵领馆给予签证的方便。

hereby confirmed that mr./ms. (passport no.) is employed by our company as. his/her salary is about ╳╳ yuan/month。he/she intends to spend his/her holiday in europe in 20xx, totally days. during his/her journey, all expenses will be afforded by himself/herself. we make sure that he/she will obey the local laws and regulations, and further guarantee that after his/her journey, he/she will come back on schedule. we will resume his/her position in our company.

please kindly consider issue the visa to him/her.

单位名称：

单位地址：╳╳╳╳

人事经理签字：(手写签名)

联系电话：╳╳╳╳

日期：

盖单位公章

**20\_年签证工作证明模板简短二**

certificate

date:

to: visa section of \_\_\_\_\_\_\_\_\_\_consulate general in shanghai

mr./ms/mi\_\_\_\_\_\_\_\_is the \_\_\_\_\_\_\_\_\_of the \_\_\_\_\_\_\_\_dept in our corporation. he/she began to work in our corporation since mr./ms/mi\_\_\_\_\_\_\_\_intends to travel to\_\_\_\_\_\_\_ in /she will stay in \_\_\_\_\_\_\_\_\_\_\_for the expenses including the transportation, the accommodation, the meals and the health insurance will be furnished by himself/herself. meanwhile we are willing to retain his/her position until he/she comes back.

the salary of mr./ms/mi\_\_\_\_\_\_\_\_is rmb \_\_\_\_\_\_\_\_\_ per month.

company：

signature and seal：

telephone：

time:

签证在职证明模板

certificate of incumbency

indonesia embassy in china:

i have my staff passport number: , g0, duties as deputy general manager, a monthly income of $; in march 9th to 12 days of traveling to indonesia for businevisits, i guarantee the company returned on time, do not violate local laws and regulations. my company retained their positions, please give the visa facilitation.

company address:

phone:

company

in 20\_ february 25

certification

embassy / general consulate of indonesia

february 25, 20\_

dear visa officer,

this is to certify that mr . is an employee of our company, he will visit indonesia from march 9th-12th, 20\_ for 4 ( four ) days.

our company will be responsible for all the expenses related to mr \'s stay in indonesia, including but not limited to board, lodging and airf-are.

please be informed that below is his important information:

passport: g0 no.

date of birth: 22 july, 1962

gender: male

position: deputy general manager

salary: rmb / month

our company hereby guarantees that the applicant will obey all the laws and regulations of the countries to be visited, and return to china on time . we keep his position upon the trip is finished.

thank you very much for your kindly consideration.

sincerely yours.

签证在职证明模板

certification

date: date

the embassy ( general consulate ) of beijing ( shanghai / guangzhou /... )

this is to certify that are employees of our company names, units or inpiduals introduced, they will visit, city in visit date days days . during they stay for in the travel expenses will, all be covered by our company.

sex name date of birth passport no . profession

( personal data )

our company hereby guarantees that the applicants will obey all the laws and regulations of the countries to be visited, and return to china on time . we keep their position upon the trip is finished.

thank you very much for your kindly consideration.

company name

leadership position

signature

seal

this is the common businevisa working certificate.

tourist visa certificate of incumbency in some countries require job, monthly pay

certification

date: date

the embassy ( general consulate ) of beijing ( shanghai / guangzhou /... )

this is to certify that are employees of our name, company, they ( he / she ) will visit, city in visit date for stay days.

our company hereby guarantees that the applicants will obey all the laws and regulations of the countries to be visited, and return to china on time . we keep their position upon the trip is finished.

salary: / month position:

thank you very much for your kindly consideration.

company name

leadership position

signature

seal

the visa working certificate / guarantee pattern generally similar, but that the identity, position, salary, the unit will retain the position, the rise of pa-pe-r signed ok

beijing send signed by embassy beijing

shanghai / guangzhou send signed with general consulate shanghai / guangzhou

**20\_年签证工作证明模板简短三**

致美国大使馆签证处:

兹证明，男，出生日期：13/09/1950，护照号码:g。现担任xxx有限公司总经理一职。月薪30000元。

我们将承担他在美国期间所有费用，包括往返机票费用、日常生活、医疗保险及住宿等费用。保证出访期间，遵守当地法纪，并按时回国。

非常感谢您对签证事宜的合作与帮助。

此致

敬礼

电话：座机+负责人手机

董事长：

xxx有限公司

xx市高新技术开发区火炬大街298号

**20\_年签证工作证明模板简短四**

家庭经济证明相关的材料，包括两个方面，一个是存款证明，另一个就是父母的在职和收入证明了，在这篇文章中，我们就一起来看一下在职证明和收入证明所包括的内容都有什么：

一般除极个别学校对于在职收入证明有固定格式以外，大部分学校的申请材料中，在职证明、收入证明最好分别单独开具，也就是说材料包括父亲在职证明、父亲收入证明、母亲在职证明、母亲收入证明，这样四份组成。

在职证明主要为了证明父母在某单位工作，因此内容主要包括姓名，年龄，就职时间，现在是否在职，是否有职务，主要负责何种工作，最后需盖单位公章;收入证明主要包含父母在职期间的最近三到四年中的收入明细，比如月工资/年工资、奖金、缴税、总收入等等，关于具体内容可以请就职单位的财务协助填写，最后需盖财务章，以及单位公章。

1、抬头信纸。和其它所有的材料一样，在职证明和收入证明的内容一定要确保真实可靠，切不可太过编撰，特别是收入，要与自己的职位和工作职责相符，这些内容都必须打印在有就职单位抬头及地址电话等相关信息的信纸上。

2、核实抬头信纸下方的地址电话等单位相关信息。特别是电话号码，一定要核实确实是真实可靠的电话号码，绝对不能出现电话号码是空号或者无人接听的情况，同时，此电话的接听人最好是熟悉学生父母的同事，不然在学校或者法务部打电话时，如果对方说根本不认识学生家长这样的情况的话，是会影响签证的。

3、公章要清晰。在职证明和收入证明中要有相关领导的签名，如果有人名章在签名旁盖人名章也可以，此外公章和财务章一定要盖的清晰，不要出现模糊不清的情况。

基本上来讲，在职证明和收入证明中主要需要特别注意以上三个方面，此外，还有比如开具日期要注意不要写节假日或公休日等等，就是一些小细节了，具体内容和问题也会因人而异。

以上便是“去韩国留学办理签证父母收入证明”的所有内容，若您想了解更多的留学相关资讯，可锁定，我们将竭尽所能为您呈现留学一手资讯，感谢您的阅读！

**20\_年签证工作证明模板简短五**

certification

dear visa officer:

(客人姓名) works at our unit as (职务). he/she is going to new zealand for travelling from . to .(出行时间某年某月). his/her information is listed as follows,

we guarantee that he/she will abide by all the laws and regulations during his/her staying in your county and he/she will come back to china on time. all of his/her travelling expenses will be covered by himself/herself

(付费情况), please kindly issue his/her visa.

thank you very much.

yours sincerely

unit name: (单位名称)

unit add: (单位地址)

tel: (单位电话)

signature of leader(领导人签名)

position of leader(领导人职位)

unit seal (公司盖章)

1. 在职证明需打印成英文

2. 凡样本中地方，均需相应填写您的相关信息，不要保留在完成后的在职证明中

3.括号中为我们为您更加清晰在职证明的内容而标注的解释，不要保留在完成后的在职证明中

4.请不要将“附件1：在职证明参考样本”字样保留在完成的在职证明中

尊敬的签证官：

在我单位担任职务，他/她计划自x年x月到x年x月(出国日期某年某月)赴新西兰旅游。他/她的具体信息如下，

我们保证他/她在旅游期间将遵守当地的法律法规，并将按时回国。此次费用由他自己/她自己/承担，请给予他/她签证。

单位名称：

单位地址：

单位电话：

领导人签名

领导人职位

公司盖章

**20\_年签证工作证明模板简短六**

（注：政府机关出具公函，用本单位专用信笺打印，并加盖公章。红色部分是需要申请人根据自身具体情况修改的地方。）

xx省教育厅用笺

大不列颠及北爱尔兰联合王国驻华大使馆（驻上海领事馆）：

兹证明张三（个人护照号g88888888）为我厅公务员，自1993年7月起任职至今，工作表现良好；现职法规处副处长，月收入（税后）人民币伍仟伍佰圆（cny 5,500）。

张三申请于20xx年10月1日至10月7日自费赴贵国旅游度假，并保证在贵国期间遵守当地法律法规，度假结束后按期返回。我厅已予准假，并为其保留职位及薪金。请贵方协助办理有关签证手续。

如有问题，请联系我厅人事处，电话+86 (10) 8678-5588转1234。

此致

xx省教育厅

人事处（公章）

二〇xx年五月二十八日

（注：政府机关证明函英文部分另外用空白a4纸打印，不要盖章，附在中文证明信后。红色部分是申请者根据自身具体情况，对应中文版本应该修改的地方。）

pision of personnel

department of education

of province, p. r. china

28th may 20xx

embassy大使馆 / consulate领事馆 of the united kingdom of

great britain and northern ireland

to whom it may concern

dear sir or madam:

we hereby confirm that mr. zhang san, the visa applicant, whose national passport number is g88888888, has been working for the department of education of province (abbreviated to xpde hereinafter) as a civil servant for fifteen years since july 1993 and has heretofore kept a good record of performance. the current title of mr. zhang is vice-director of pision of legal affairs, xpde and his current salary (after-tax) is five thousand and five hundred renminbi yuan (cny 5,500) per month.

mr. zhang applied for a leave of 7 days from 1st to 7th october 20xx for his vacation that he planned to spend in your country at his own expense. he assures to comply with uk laws when in your country and return to his position when the vacation is over. we have approved his application and made sure that we will reserve his position and salary during his leave.

please kindly afford him any appropriate assistance concerning visa affairs in case of need. if any questions, please do not hesitate to contact the pision of personnel, xpde at +86 (10) 8678-5588 ext. 1234.

sincerely,

pision of personnel

department of education of province

(sealed)

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