XXXXXXXXXXX(公司)

**在职证明（样本）**

尊敬的签证官：

兹有XXX，护照号：GXXXXX ，现任职于XXX公司XX职务，XXX已在本公司工作XX年，月薪人民币XXXX元，本公司同意其赴美国旅游/商务，回国后XXX将继续在本公司工作，我们会保留其职务。

特此证明。

XXXXXXXXXXX(公司)

**CERTIFICATION**

Dear Visa Officer:

This is to certify that Mr. (Ms.).XXX, Passport No. is GXXXXXX, is holding the XXX(职务) of XXXXX（公司）. He（She） has worked in our company for XX years with the salary RMB XXXX per month. We had agreed him(her) to travel/have the business trip to the USA. We guarantee that after his(her) trip, we will keep the position for him(her) continue working in our company.

XXXXXXXXXXX(company)