在职及收入证明

兹证明 ，身份证号： 。自2007年11月在我校任教，现在为我校英语学院在职员工，月薪1万元（大写：壹万元整）。她将于2017年12月赴美国访问。

我们相信她将遵守贵国的法律并按时返回中国，出国期间为其保留职位。所有的费用（包括医疗保险、餐饮、住宿、机票等）将由其本人承担。

对外经济贸易大学

地址：北京市朝阳区惠新东街10号（100029）

部门：人力资源处劳资科

联系人：

联系电话：6449

 日期：2017-7-10

To: VISA SECTION

CERTIFICATION

Dear Sir/Madam,

We hereby state that ，has been working for University of International Business and Economics since Sep. 2005. Her salary is yuan per year.

She will go to Australia for friend visiting in August，2017. We believe that she will abide all laws and will come back to China on time. We will keep the position for her during her visiting period. All the cost of this visiting (including medical insurance, accommodation, air travel etc.) will be covered by herself.

 University of International Business and Economics

Add：NO. 10 HUIXIN DONGJIE,CHAOYANG DISTRICT

 BEIJING 100029 , China

Dept.:Human Resources Department

Contact Tel: 6449-

Signature：

Date：10. Jul，2017