# 在职证明(英文)（5篇范例）

来源：网络 作者：梦里花开 更新时间：2025-01-31

*第一篇：在职证明(英文)（请用公司信笺纸打印）CertificateConsulate General of Russia in Beijing/Shanghai/chengdu,DATE：Herewith we confirm Mr/M...*

**第一篇：在职证明(英文)**

（请用公司信笺纸打印）

Certificate

Consulate General of Russia in Beijing/Shanghai/chengdu,DATE：

Herewith we confirm Mr/Ms belongs toOur company business license registration number His/Her working period isyears.We approved his/her trip to European countries during his/her holiday from September 24 to 28.All the cost and accommodations will be paid by himself/herself.We hereby formally guarantee that he/she will abide by all outbound laws position after his returning.Name:（姓名拼音）

Passport No.（护照号）

Date of Birth:（出生日期）

Position:（职务）

Salary:（年薪）

Leader：（电脑里录上人事部经理或总经理的中文名字并本人签字）

Position: HR Manager

Address: 1 MACHANG ROAD, LISHUI ECONOMIC DEVELOPMENT AREA, NANJING, CHINA

Telphone:025-57211191

Fax:025-56225116

（请用公司信笺纸打印）

Certificate

Consulate General of Ukraine in Beijing/Shanghai/chengdu,DATE：

Herewith we confirm Mr/Ms belongs to 称).Our company business license registration number is.His/Her working period is years.We approved his/her trip to European countries during his/her holiday from September 28 to October 1,2025.All the cost and accommodations will be paid by himself/herself.We hereby formally guarantee that he/she will abide by all outbound laws and regulations and will come back to China on time, we will reserve his/her position after his returning.Name:（姓名拼音）

Passport No.（护照号）

Date of Birth:（出生日期）

Position:（职务）

Salary:（年薪）

Leader：（电脑里录上人事部经理或总经理的中文名字并本人签字）

Position: HR Manager

Address:（公司英文地址）

Telphone:（公司电话）

Fax:（传真）

（请用公司信笺纸打印）

Certificate

Consulate General of Romania in Beijing/Shanghai/chengdu,DATE：

Herewith we confirm Mr/Msbelongs称).Our company business license registration number is(公司营业执照号）.His/Her working period is years.We approved his/her trip to European countries during his/her holiday from October 1st to 5th, 2025.All the cost and accommodations will be paid by himself/herself.We hereby formally guarantee that he/she will abide by all outbound laws and regulations and will come back to China on time, we will reserve his/her position after his returning.Name:（姓名拼音）

Passport No.（护照号）

Date of Birth:（出生日期）

Position:（职务）

Salary:（年薪）

Leader：（电脑里录上人事部经理或总经理的中文名字并本人签字）

Position: HR Manager

Address:（公司英文地址）

Telphone:（公司电话）

Fax:（传真）

**第二篇：英文在职证明样本**

工作证明是中国公民在日常生产生活经营活动中,所需要的对经济收入的一种证明。下面小编收集了英文在职证明样本，供大家参考。

篇一：英文在职证明

XXX(company title)

Certification

To Whom It May Concern,This is to certify that XXX passport holder of XXX, has been employed by our company as XXX(job title)from XXX.His/Her present salary is XXX per month.He/She intends to spend holiday in XXX from XXX to XXX.We guarantee that XXX will come back on schedule.Upon his/her return, we resume his/her duty in our company.Your favorable consideration to her visa application will be appreciated very much!

Your faithfully,On behalf of XXX(company title)

Dept.Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

XXX(单位名称)

译文：

证 明

兹证明XXX(护照号XXX)于XXX日起在本单位工作，职务为XXX。目前其月薪为XXX, 其个人所得税由本单位代扣代缴。

XXX打算利用假期，于XXX日前往XXX旅游。我公司将保证其在活动结束后准时回国，并仍保留其愿职务。请贵使馆给于签证的方便!

特此证明!

部门经理：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

人事经理：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

日期：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

篇二：英文在职证明

YANGZHOU WOER TECHNOLOGY CO.,LTD

CERTIFICATION

of our company, and has been working here since his present salary is RMB per month.He will go to days.We guarantee that he will obey the laws and regulatians and return to China on schedule.He/The company will pay all the cost during the travel and will continue to work for our company after the travel.Company: YANGZHOU WOER TECHNOLOGY CO.,LTD

Address: Second Bridge Industrial Zone,Baoying Country,Jiangsu Province,China Responsible person: General Manager

Position:

译文：

兹证明 杨 成 是我们公司 总经理，他从 2025 年8 月起在我公司工作，月薪 8000 元。杨 成 将于 2025 年 8 月去往 孟加拉 旅游/参加商务活动，预计停留 /公司支付，在他出国期间，我公司保留其职位，我公司保证他按期回国，回国后将继续为我公司服务。

特此证明。

公司名称：扬州沃尔科技有限公司

公司地址：江苏 宝应 山阳 二桥工业园

负责人职务：总经理

负责人：

（签名并加盖公章）注：请使用公司抬头信纸打印此证明。

**第三篇：英文在职证明**

（请注意空格处也需用打印的形式填写）你一定要有公司的那个logo的抬头，页眉页脚的Certification DATE: 2025-06-10

German Consulate General in Beijing

Sun\*\*\*\*(Passport No.\*\*\*\*\* Date of birth \*\*\*\*.\*\*.\*)is the Colleagueof the Contracts Management Department in our Company since 2025，and the monthly salary is RMB 8000.We have approved the annual leave in Sep & Oct for 12 days to German.All the expenses during the travel will be borne by the employee.We hereby guarantee the employee will obey the laws overseas and we shall retain the position till the end of the holiday.Company:

Signature:

Position:

**第四篇：英文在职证明样本**

Certification To, The Consulate General of U.K，Shanghai, China Nov 2025

Dear Sir/Madam:

This is to certify that xxx, now is working for xxxx Co., Ltd as General Manager.xxxx joined xxxx Co., Ltd since year 2025, and her current monthly salary is RMB 5000.Thanks and best regards!Yours faithfully，xxxxx Co., Ltd

Add: xxxx

Tel: xxxx, Fax: xxxxx

General Manager Xxxx（name）

**第五篇：在职证明(英文)**

\*\*\* technology co.LTD

Employment Certificate

Date: 12 Jun 2025 Embassy of Australia Dear Sir or Madam: Mr.\*\*\* works in our company from Mar.2025 He will be on travelling purposes visiting your country from 11.Sept.2025 to 22.Sept.2025.Alltheexpensesincludeairtickets,transportation, accommodation and health insurance will be covered by himself.He willbebackontimeasperhisscheduleplannedandshallcontinue to work in our company after his/her visit to yourcountry.Name \*\*\*\*

Registration No.:1XXXXXXXXXXXX Your kind approval of this application will be highly appreciated.Date of BirthPassport-No.12 DEC 1993

\*\*\*\*

Position XXXX

Annual Income

¥112000

BestRegards，Name of the leader \*\*\*\*\*\* Position of the leader CEO Signature Company’s Stamp

Tel: +86\*\*\*\*\*\*\*\*\* Add: \*\*\*\*\*\*\*\*\*\*\*, Shenyang, China Company Name: \*\*\*\*\* technology co.LTD

本DOCX文档由 www.zciku.com/中词库网 生成，海量范文文档任你选，，为你的工作锦上添花,祝你一臂之力！