**Template company Letterhead/Briefpapier werkgever**

Embassy of the People’s Republic of China

Date **(dd/mm/yyyy)**

Dear Visa Officer,

We, **(Company name)**, hereby certify that **(name as in passport)** is employed by our company. Please find further details below:

|  |  |
| --- | --- |
| Position | **(position)** |
| Start date of employment | **(dd/mm/yyyy)** |
| Annual salary | **(€)** |
| Purpose of travel | **(tourism/business)** |
| Dates of travel | **(Entry dd/mm/yyyy – exit dd/mm/yyyy)** |

With kind regards,

**(Name employer)**

**(Signature employer)**

**(Company address)**

**(Company phone number)**

**(Company email)**