**Certification**

To,

The Consulate General of Philippines, shanghai, China

Dear Sir/Madam:

This is to certify that XXX（姓名）, Passport No. XXX（护照号）, now is working for XXX （公司名称）Co.,Ltd as XXX（职位）.

XXX（姓名） joined XXX（公司名称） Co.,Ltd since year 20XX, and his/her current monthly salary is RMB XXX.

XXX（姓名）is asking for a short time visa to XXX（城市名） from （出发日期）XX（日）XX（月）20XX to（回团日期） XX（日）XX（月）20XX.

The all expenses occurred during this trip will be covered by himself/herself, and we guarantee that he/she will comply with local laws and regulations during his/her stay in Philippines and will also be back on time meanwhile. We are willing to retain his/her position until he/her comes back.

This certificate is issued to facilitate his/her application for a visa for such visit.

Thanks and best regards!

Yours faithfully,

 （签名+盖章）(Stamp and Signature)

（领导人姓名）XXXX (Name)

（领导人职位）XXXX (Profession)

（公司名称）XXXX (Company Name)

 (地址)：No.933 DaTong Rd ZhaBei District ShangHai

 (电话) TEL: 021-56970581