

To 致

- Human Resources Department 人力資源部
 (Insert address of Human Resources Department)

REQUEST FOR COMPANY LETTER 公司證明書申請表

1. The letter is required to facilitate the application for :-
證明書之用途為申請： -

Travel Visa 旅遊簽證，請列明

- Traveling period (including approved leave) _____
旅遊日期 (包括已批准之假期)
- Name(s) of registered dependant(s) traveling together _____
隨行已登記家屬之姓名
- Countries to be travelled _____
旅遊國家

Housing 購買 / 租住房屋

Study / Professional Qualification 進修 / 專業資格

Others (please specify) 其他 (請詳列) _____

2. The letter is for certifying the following information :-
請證明下列資料： -

Present position 受僱職位 Monthly salary 每月薪金 Date joined Company 受僱日期

Annual income for period from _____ to _____
截至 _____ 年 _____ 月 _____ 日止一年內之收入

Others (please specify) 其他 (請詳列) _____

3. The letter should be addressed to : _____
證明書收件人及地址： _____

4. Please make the Company letter(s) available to me on or before _____ by :
請於 _____ 前，以下列方式將證明書交給本人：

contacting me at 與本人聯絡 contact tel. no. during office hours _____
(日間聯絡電話)

mailing it to the following address 寄往以下地址

5. If the certification is in a specific format, please attach a copy of the relevant documents for reference.
如證明書有特別的內容或格式規定，請附上有關副本，以作參考之用。

Department / Branch / Section 部門 / 處 / 組別	Employee No. 僱員編號	Employee's Name 僱員姓名	Signature & Date 簽名及日期
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