**Employment Certificate**

It is to certify Ms. / Mr. XXX, born on XXXX（日期）, has been serving in XXXX（单位名称） since XXXX（日期）. Presently she / he acts as XXXX（职务）. Her / His annual income is about RMB XXXX.

Ms. / Mr. XXX plans to XXXX（目的） to New Zealand from XXXX（日期） to XXXX（日期）. During her / his stay in New Zealand, all the expenses will be cared for by (her / him / company name，个人/单位). After being approved by leadership, we agree to her / his leave of absence application and guarantee that she / he will obey the local laws and return to China on time. And she / he will continue to serve in her / his original position.

Hereby certify!

批准假期人的职务：XXX（姓名拼音）

XXXXX（单位名称英文）

英文格式日期

Add: XXXXXXXXX

Tel: 区号-XXXX XXXX

Fax: 区号-XXXX XXXX