

英文工作證明文件參考樣本

<p>舊僱主</p>
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<p>Letterhead</p>
<p>4 July 2007</p>
<p>To whom it may concern</p>
<p><b><u>Certification of Employment</u></b></p>
<p>This is to certify that Mr Chen Dawen (I.D. number: XXXXXXXXX) was employed in our company from December 1996 to January 2007 in the position of Operating Department Manager.</p>
<p>During his 10-year tenure in our office, he was responsible for policy and decision making for our company in Zhejiang region, as well as public relations, general administration, and project management in Hangzhou area.</p>
<p>Yours faithfully,</p>
<p>(Company stamp and authorized signature) Name in print Position in print Company Name</p>

<p>現僱主</p>
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<p>Letterhead</p>
<p>4 July 2007</p>
<p>To whom it may concern</p>
<p><b><u>Certification of Employment</u></b></p>
<p>This is to certify that Mr Chen Dawen (I.D. number: XXXXXXXXX) has been employed in our company since January 2007 in the position of Zhejiang Branch Deputy General Manager.</p>
<p>During his tenure in our office, he is responsible for policy and decision making, marketing and finance, and resources management.</p>
<p>Yours faithfully,</p>
<p>(Company stamp and authorized signature) Name in print Position in print Company Name</p>

<p>自僱人士</p>
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<p>Letterhead</p>
<p>4 July 2007</p>
<p>To whom it may concern</p>
<p>I, Chen Dawen (I.D. number: XXXXXXXXX) am the Director of XXX Company.</p>
<p>XXX Company was established in June 2000, and it is a packaging company which provides packaging services in Zhuhai. Its services include package printing, packaging for various products, and packaging design. As the Director of XXX Company, I am responsible for investment decision making, marketing and finance, negotiation, as well as human resources management. I enclose the Certificate of Company Registration for your reference.</p>
<p>Yours faithfully,</p>
<p>(Company stamp and authorized signature) Name in print Position in print Company Name</p>