

公司派遣函範本

保證信一定要用公司抬頭信

CERTIFICATION

VISA SECTION

Sierra Leone EMBASSY

Your Excellency,

This is to certify that Mr. /Ms. is the employee of _____. He is going to visit Sierra Leone during the period _____ form _____ .He/She/has been _____ working here since _____. His/Her profession is _____, till now he/she does his work well and does great contribution to _____.

The following is his/her private information:

Mr./Ms. _____
PP NO : _____
PROFESSION: _____
SALARY: _____

Hereby we guarantee that Mr. / Ms. will abide by the laws and customs of the country. He will come back to Chinua on time. We will keep his/her position until he/she turns back. All the travel expenses including transportation, accommodation and insurance will be covered by _____. (費用承擔問題)

We would be grateful if you give his visa for Sierra Leone.

You're faithfully

Name
position

Address:
Tel:
Fax: