

**This document must be printed on official letterhead paper of the company  
and be signed**

Embassy of China

Willem Lodewijklaan 10

2517 JT's Gravenhage

[Date]

[Company Name]

We, [Company name], hereby confirm that [traveller's full name] is employed by our company and will be travelling to China for [purpose of travel] from [entry date] to [exit date]. Please find further details of the employment as follows:

Job title:

Type of contract:

Salary:

Start date of employment:

Yours faithfully,

[Signature]

[Signee's full name and job title]