

回聘证明信模板

CERTIFICATE

注：该证明信为示例，无需个人填写和打印，纸质版由人事处出具。

TO WHOM IT MAY CONCERN:

This is to certify that Mrs. Dai-Lan Xue, who was born on 13th May. 1995, has been working at the School of Automation in Beijing Institute of Technology (abbreviation is BIT) since the year of 2002.

Mrs. Dai-Lan Xue plans to pursue her research in Stanford University for the period of 12 months from 25th Oct. 2011 as a Visiting Scholar. The expenses including international airfare and the living stipend will be covered by CSC/BIT.

Mrs. Dai-Lan Xue's position will be reserved in BIT when she stays in America during the above-mentioned time period and she is surely to be continued on the employment in BIT when she returns to China.

Should you have any queries, please do not hesitate to contact with us through the above address.

Thanks for your attention and we are looking forward to your support on her visa application.