雇主准假信需使用印有公司抬头信笺、并用中文注明雇主全称，地址，电话及传真号

[DD/MM/YY]

CANADA VISA APPLICATION CENTER

12F, Tower A, Central Point Plaza,

No. 11, Dongzhimen South Ave,

Dongcheng District, Beijing, China, 100007  
March 11, 2012

TO WHOM IT MAY CONCERN,

This is to state that we have approved of Mr XXX, taking his vacation to visit his daughter’s family in Canada from DD/MM/2019-DD/MM/2019.. Mr XXX holds a permanent full time XXX (position or title).He has been working with XXX Company since DD/MM/YY. Mr. XXX works 40.0 hours weekly, and his salary is $ 76, 8000/annually .We will retain his position and continue to employ him when he returns to China.

Should you have any questions, please do not hesitate to contact our office.

Yours sincerely,   
  
XXX HR Manager

Tel:

Fax:

(Seal)