单位准假条：

[DD/MM/YY]

CANADA VISA APPLICATION CENTER  
7/F West Area, Grand Rock Plaza  
No.13 Xinzhong Xili,  
Dongcheng District, Beijing 100027  
China (PRC) 家

March 11, 2014

TO WHOM IT MAY CONCERN,

This is to state that we approve of Mrs./Mr XX(Annual income of 60,000 RMB), a full-time employee of the XXX单位., taking her/his vacation to visit her/his son’s family（or whatever）from xx/xx/2012-xx/xx/2014 in Canada.

We will retain her/his position and continue to employ her when she/he returns to China.   
  
Yours sincerely,   
  
XXX HR Manager   
  
(Seal)