工作证明

[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

To whom it may concern,

We certify that （Mr./Ms.××）has been employed by [name of your work place××] as a [title] since [month/year].

We have approved [Mr./Ms. ××]’s leave from [date/month/year] to [date/month/year] to visit his/her son/ daughter in Canada. [Mr./Ms. ××] will resume [his/her] duties with the company on his/her return to Beijing.

We are confident that [Mr./Ms. ××] will return to work on time. We would be very grateful if you would approve [Mr./Ms. ××]’s visa application.

If you have any questions, please do not hesitate to contact me on [Tel no.].

Yours sincerely,

[Company Name]

Sign by: [Name] and [Title]

Dated: