# 证 明

来自：武汉大学

地址：武汉市武昌区珞珈山

电话：(86)27-68752281

传真：(86)27-68752049

尊敬的先生或女士：

XXX女士是武汉大学在职职工，她计划于2021年1月17日至2021年2月20日间去英国探亲,在英国期间机票、住宿和其他一切费用由她本人支付，她的请假已得到批准。

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **姓名** | **性别** | **生日** | **护照号** | **职务** | **年薪** |
| **XXX** | **女** | **6/4/1962** | **XXXXXXXXX** | **教授** | **200000** |

谢谢！

签字：

单位名称：武汉大学人事部

单位地址：湖北武汉市珞珈山

**CERTIFICATION**

Fm: Wuhan University

Add: Wuchang (Luo Jia Shan),Wuhan，Hubei Province，P. R. China

Tel: (86)27-68752281

Fax：(86)27-68752049

To whom it may concern,

We would like to confirm Ms XXX is working at Wuhan University. She works in our university since 1984. She intends to visit Britain from 17 January 2021 to 20 February 2021, all the travelling expenses including international flight tickets, health insurance and accommodation will be covered by herself. We confirm that she has been given time off work, and stating this time off is paid.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Sex** | **D.O.B** | **Passport No.** | **Profession** | **Annual salary** |
| **XXX** | **Female** | **6/4/1962** | **XXXXXXXXX** | **Professor** | **200000** |

Thank you very much for your kindly consideration.

Sincerely yours,

Signature:

Department of Human Resource Office,

Wuhan University