

10. 出差证明样式

1) 美国

mm-dd-yyyy

CERTIFICATE OF EMPLOYMENT AND INCOME

This is to certify that Mr. **ZHANG SAN** has been working with Shanghai University of Engineering Science since 2007 at a position of **Dean of School of XXX**. During the period of 2013~2014, the sum of his income is about **XXX** RMB annually, including the salaries, allowances and bonuses, with his personal income tax withheld and paid by Shanghai University of Engineering Science.

Mr. **ZHANG SAN** has been invited by the **XXX** University to **XXX** and to further discuss our relationship from April **XX** to April **XX, XXXX**. Mr. **ZHANG SAN** will return to Shanghai University of Engineering Science on schedule, and we guarantee that we will keep his position open to him until after he comes back.

All costs relating to his trip will be borne by our university.

Shanghai University of Engineering Science

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