

在职/收入证明  
CERTIFICATION OF EMPLOYMENT & INCOME

公司名称: \_\_\_\_\_  
Company Name: \_\_\_\_\_

地址: \_\_\_\_\_  
Address: \_\_\_\_\_

电话: \_\_\_\_\_  
Telephone: \_\_\_\_\_

兹证明  
Certification

此证明旨在确认, \_\_\_\_\_女士/先生自 \_\_\_\_\_(开始工作的日期)起在我们公司任职, 并且当前担任的职务是 \_\_\_\_\_职务。

This is to certify that \_\_\_\_\_ (Employee's full name) has been employed with us since \_\_\_\_\_ (Date started working) and currently holds the position of \_\_\_\_\_ (Position).

他(她)的年度基本薪资为人民币 \_\_\_\_\_元。此外, 他(她)还有资格获得基于业绩的奖金和其他福利。共计 \_\_\_\_\_元。

His/her annual basic salary is RMB \_\_\_\_\_ (Salary). In addition, he/she is eligible for performance-based bonuses and other benefits. Total in RMB \_\_\_\_\_.

如果有任何问题或需要进一步的信息, 请随时通过上述电话联系我们。

Please feel free to contact us on the above telephone number should you have any questions or require further information.

公司代表签名: \_\_\_\_\_  
Company Representative Signature: \_\_\_\_\_

日期: \_\_\_\_\_  
Date: \_\_\_\_\_

请注意, 这只是一个模板, 并可能需要根据您的特定情况进行修改。在填写并使用这份声明之前, 您可能需要寻求法律专家的建议。另外, 一些地方可能需要此委托书在见证人或公证人在场的情况下签署, 以达到法律效力。