

**Sample for Company Leave Letter**

**(pls. use co. letter head paper)**

**公司放假信樣本**

**(請用公司信紙)**

Date: 28 Jul 2009

Consulate-General of Japan

46/47th Floor, One Exchange Square,

8 Connaught Place, Central,

Hong Kong

This is to certify that applicant’s name (申請人姓名) is the position of title/position (職位) of this company, and has been working here since employment date(入職日期). He/She is entitled to an annual leave from holiday starting date(開始放假日期) to holiday finish date(結束假期日期) inclusive. Upon his/her return, he/she will resume his/her duty on date of restarting work(復工日期) in this company.

Should you need further information, please feel free to contact person-in-charge(負責人姓名) on telephone number tel. no.(聯絡電話號碼).

Your favorable consideration to his/her application will be much appreciated.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signature with name & title and seal of the company

(負責人簽署、姓名、職位及公司蓋章)