



Institute of Public Accountants (IPA) Australia
Level 6, 555 Lonsdale Street
Melbourne VIC 3000
AUSTRALIA

Date(月/日/年格式, 比如 April 29th, 2008)

Dear Sir/Madam,

Thank you for reading the letter.

I have the pleasure to recommend Ms/Mr _____ (applicant's name) as a member of the IPA. He/She started her role in _____ (company's name) as _____ (applicant's role) from _____ (start year). He/She has _____ immediate subordinate staff now.

Ms/Mr _____ is in charge of _____ work in our company. He/She is competent to his/her job and in good character.

_____ (company's name) was founded in _____ (year), which deals with _____ (major operating scope, products and services) with a registered capital of AU\$_____ and an annual turnover AU\$_____. There are _____ (how many) full-time staff working in our company. Should you have any queries about this letter, please do not hesitate to contact us.

Yours faithfully,

(Signature)

(Name of the supervisor)

(Title of the supervisor)

(Department/Section)

(Company's name)

Tel: + 86

Fax: + 86

Email:

Website:



雇主证明信模板(中英文对照)

- 备注： 1、雇主证明信为中文或英文或中英文；
2、用公司/单位信笺纸打印；
3、内容必须包含申请人的职位、工作年限、主要工作内容等；并证明申请人的品行良好；
4、有推荐人的签名、姓名、联络方式；
5、盖公司/单位公章。

April 29th, 2008
(日期格式为月日年)

Dear Sir/Madam,
亲爱的先生/女士，

Thank you for reading the letter.
感谢您阅读此信。

I have the pleasure to recommend Ms/Mr(女士/先生) _____ (申请人姓名拼音) as a member of the IPA. He/She started her role in _____ (公司名称) as _____ (申请人职务) from _____ (担任职务时间). He/She has _____ immediate subordinate staff now.
我非常高兴地向您推荐_____女士/先生加入 IPA，成为 IPA 的一名会员。她/他自_____起，在我公司_____担任_____职务。他的直接下属有_____人。

Ms/Mr _____ is in charge of _____work(工作内容) in our company. He/She is competent to his/her job and in good character.
_____女士/先生在我公司负责_____工作。她/他对工作尽职尽责，能够有效出色地完成工作任务。她/他的个人品质和职业道德均令人尊敬。

_____ (公司名称) was founded in _____(公司成立时间), which deals with _____(公司主营业务) with a registered capital of AU\$ _____ (注册资本以澳元计 1AU\$=¥6.5)and an annual turnover AU\$ _____(年产值). There are _____ (公司全职工作人员数) full-time staff working in our company.
_____公司成立于_____年，主要经营业务为_____。公司注册资本为_____元，年产值约为_____澳元。公司全职员工总数为_____人。

Should you have any queries about this letter, please do not hesitate to contact us.
如果您有任何关于此信的疑问敬请联系我们。

Yours faithfully,
您诚挚的，

(手写签名)
(姓名印刷体)

职位：
部门：
公司名称：
电话：
传真：
电子邮件：
网址：