

## Colourful company letter header

(彩色公司信紙抬頭)

Sample for Company Leave Letter

(Use **colourful** company letter head paper)

公司放假信樣本

(請用**彩色公司信紙**)

Date(日期):

To:

U.S. Consulate General Hong Kong & Macau

26 Garden Road

Central

Hong Kong

Dear Sir/Madam,

This is to certify that applicant's name(申請人姓名) with HKID No. \_\_\_\_\_()

is the position of title/position (職位) of company, and has been working here

since employment date(入職日期). He/She is entitle annual leave from holiday

starting date (開始放假日期) to holiday finish date(結束假期日期) to USA.

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) with telephone number tel. no. (電話號碼).

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

Yours faithfully,

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Authorized signature with name & title and colourful seal of the company  
(負責人簽名連同姓名和職位,並蓋有**公司彩色印章**)