致XXX(写申请国家：澳大利亚，新西兰...)领事馆：

兹有我司员工（XX）持有中国护照（护照号： 出生年月日：）。现为我公司(职位）。他/她于xx年XX月入职于我公司,月薪XXX人民币。他申请于2022年X月X日至2022年X月X日赴澳大利亚/新西兰 **旅游/探亲/访友/参加商务活动**。这期间所有的费用，包括飞机票，旅馆和餐食费由他本人/公司承担, 而且他/她必须在旅行结束后立即回到中国。旅行期间，我公司将保留他/她的职位。

To Australian/New Zealand（按照实际申请国家填写） Consulate

The above mentioned delegate （XX） is holding the Chinese Common Passport.Passport No.:护照号,Date of birth:出生年月日, His/her position is （职位）. He/She is working in our company since 入职时间with the salary of 月薪 RMB.He/She is applying for the visa to Australia/New zealand for tourist/family/friends visit/business（出行目的三选一） purpose during (往返时间）xx xx 2022–xx xx, 2022. During his/her visit, He/she/our company will be responsible to settle all the travel expenses including air fare, hotel accommodation and meals. We guarantee that he/she will return to China on schedule. We will keep his position during his/her visit in Australia/New zealand.

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Yours faithfully,

负责人姓名 ：XXX

Name of person in charge：XXX

负责人职位：XXX

Position of person in charge：XXX

单位名称: xxxxx科技有限公司

Name of the company: xxxxx Co.,Ltd

单位地址: xxxx

Address: xxxxx

单位电话: 010-xxxxxx

Tel:010-xxxxx