

单位介绍信模板|出国的单位介绍信

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ECMS帝国之家，为帝国cms加油！

出国办公，那肯定是需要单位的介绍信的，那么你知道出国的单位介绍信怎么写吗？下面查字典范文网小编整理了出国的单位介绍信，供你参考。

出国的单位介绍信范文一

To: Embassy of UK in Beijing

Mr. Li Huang Yin, Date of birth:13April 1964 , Passport No.G35706109. He is the General manager in our company. He works in our company from 18 Sep 1996 .He goes to UK for travel during 19 April and 22 April . . All costs will be done by himself .His salary is 280000 RMB. We hereby guarantee that he will be back to China on time.

Company: Co,ltd

Address: Beijing City.

Tel:010-57105750

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Date: 21Mar 2024

出国的单位介绍信范文二

dear sir or madam:

iam xxx, general manager of xxx. learning that an excellent staff member of ours, mr. xxx is intent on further studying abroad, i am much pleased and gratified. in my opinion, such a promising youth

striving for progress should receive better education so as to create a brighter future. therefore, it gives me a high honor to strongly recommend this outstanding young man to your world-renowned

university.

mr. xxx once did practice in ours in his last academic year at university. though he was not familiar with business and insufficient in working experience, he, instead of admitting defeat, never allowed any opportunity to study to slip away. taking full advantage of leisure time, mr. xxx thumbed through volumes of books regarding business and remitted to other experienced staff members modestly. gradually, he became well versed in various business and obtained certain working results. never satisfied with and proud of his

acquisition, mr. xxx still communicated and discussed modestly with his colleagues about some puzzles he encountered in the work till finding out solutions. in light of his praiseworthy performance in the practice, we made an exception to recruit him as a full member of ours after his graduation (we seldom hire those just graduating from universities).

by now, as a business elite of ours, mr. xxx works even seriously, responsibly and diligently, setting a good example to other staff members. every drop of sweat will be repaid. mr. xxx has been appraised as excellent employee of ours and awarded considerable bonus.

yours ,

XXXX

出国的单位介绍信范文三

university of science and technology

hefei, anhui 230026, p.r. china

july 1, 1998 dear sir or x x x: mr. ren was admitted in 1986 at 14 years of age into the special class for the gifted youths, my university s unique program that caters to the intellectual needs of unusually talented chinese youngsters. it was a rare privilege he earned with his nearly impeccable完美的 academic performance through the years of his elementary and secondary school.

he impressed me almost as he entered into my university, a major cradle of china s scientific and technological talents. at the time, members of the gifted class all had to spend half a month studying by themselves the principles of calculus and then take an exam so that we could evaluate their self-study capability. mr. ren scored the highest grade in that exam.

he also exhibited a keenly whetted mind during class discussions. to my regret at the time, his english was not as good as his mathematics or physics. but i noticed he made a point of working especially hard in improving his english during his five undergraduate years with us. by now, he seems to be at least as proficient in english as most of his former classmates in the gifted class.

considering his application. i would greatly appreciate it you decide to accept him as he wishes.

yours sincerely

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