

## 【单位介绍信格式范文】出国单位介绍信范文

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### ECMS帝国之家，为帝国cms加油！

日常企业办事中，有许多事情要到国外处理的，这时的介绍信就能用上场了。以下是由小编为大家整理的出国单位介绍信，喜欢的可以收藏一下！

#### 出国单位介绍信范文一

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

Fax:010-84471317

Date: 21Mar 2024

#### 出国单位介绍信范文二

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

译文

亲爱的先生或女士:

我是xxx的总经理。xxx先生是我们的优秀员工，他有意在国外深造，我感到非常高兴和满足。在我看来，这样一个有前途的青年

为进步而奋斗，应当接受更好的教育，以创造更美好的未来。因此，我非常荣幸地向您强烈推荐这位杰出的年轻人，以您的世界闻名

大学。

xxx先生曾经在我们大学的上一学年做过练习。虽然他不熟悉商业和工作经验不足，但他不承认失败，从不允许任何学习机会溜走。在充分利用空闲时间的情况下，xxx先生翻阅了大量有关商业的书籍，并以适当的方式将其寄给其他有经验的员工。渐渐地，他精通各种业务，取得了一定的工作成果。从来没有满足过他，也为他感到骄傲

习先生仍然和他的同事们进行了交流，并和同事们讨论了一些他在工作中遇到的难题，直到找到解决方案。鉴于他在实践中值得称赞的表现，我们破例在毕业后招募他为我们的全职成员(我们很少雇佣刚从大学毕业的人)。

现在，xxx先生作为我们的商业精英，认真、负责、勤勉地工作，为其他员工树立了良好的榜样。每一滴汗水都将得到偿还。xxx先生被评为我们的优秀员工并获得可观的奖金。

你的,

XXXX

### 出国单位介绍信范文三

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 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

x x x x

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