

# 证明信

## Reference request

证明信，私人和保密性质 REFERENCE REQUEST:PRIVATE AND CONFIDENTIAL	
收信人 To:	发信人 From:
<p>_____申请到我公司担任_____职位的工作，并把您作为他的证明人。如果您能回答下列问题，并将填好的表格放入随信寄去的、已付邮资并写好地址的信封里寄给我们，将不胜感谢。感谢您的支持。</p> <p>_____has applied to us for employment as a _____and has named you as a referee. We would be grateful if you could answer the following questions and return the completed form to us in the enclosed, stamped addressed envelope. Thank you for your assistance.</p>	
他的职称是什么？What was his/her job title?	
他的任务与责任是什么？What were his/her tasks and responsibilities?	
他在你们那里工作了多长时间？How long was he/she employed by you?	
你在下列方面对他的评价是：How would you rate him/her in relation to:	
出勤与守时？Attendance and timekeeping?	
品行举止？Conduct?	
诚实可靠？Honesty?	
工作能力？Ability to do the job?	
健康状况？Health?	
为什么他离开了你的企业？Why did he/she leave your employment?	
他在离职时的薪水是多少？What was his/her salary on leaving?	

你会再次聘用他吗？（如果不会，请说明原因） Would you re-employ him/her?(if 'no', please state your reasons)

你还希望补充其它信息吗？ Do you wish to add any other comments?

姓名 Name:

签名 Signature:

职务 Job title:

日期 Date: