Sample of Employment Testimonial
(Organization letterhead paper should be used)

Date: 13 Feb 20XX

To whom it may concern:

This is to certify that Mr./ Ms. XXXXXX, holder of Macao Identity Card / Passport No. XXXXX, was employed by our Company/Organization, details as below:

Job Titles (Full-time) & Department	**Main responsibility**	**Duration (DD/MM/YYYY)**
General Manager, Marketing and Sales	Overseeing daily operations and XXXXXX……	17/03/2024 – 30/04/2025
Senior Manager, Marketing and Sales	Setting strategic goals and objectives for the organization and XXXXXX…	01/02/2020 – 16/03/2024
Assistant Manager, Marketing and Sales	Addressing customer queries and concerns; managing stock availability and XXXXXX…	28/11/2016 – 31/01/2020

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX [Contact details of the undersigned for enquiries].

Sincerely,

Signature & Company's stamp [Authorized signature (Scanned or digital signatures are not accepted)]

XXXXX [Name and Title of the undersigned]

Human Resources Department

Company/ Organization Name
……..

Note:
1. If you have worked for multiple companies, you may provide separate proof of employment for each company using this template.
2. The employment or work certificate must be dated within six months of the time of application submission.

工作證明樣本
(請使用公司機構抬頭紙)

日期：20XX 年 2 月 13 日

茲證明 XXXXXX 先生/ 女士，持身分證明文件/護照號碼 XXXXX，受聘於本公司/機構，詳情如下：

職位(全職) & 部門	**主要職責**	**任職期間 (日/月/年)**
總經理, 市場及營銷部	監督日常營運及 XXXXXX…	17/03/2024 – 30/04/2025
高級經理, 市場及營銷部	為組織設定策略目標和目的及 XXXXXX…	01/02/2020 – 16/03/2024
助理經理, 市場及營銷部	解決客戶問題和咨詢；管理庫存 XXXXXX…	28/11/2016 – 31/01/2020

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX [簽署人的聯絡方式供查詢]。

此致，

簽名及公司印章 [授權簽名（不接受掃描或電子簽名）]

XXXXX [簽署人姓名及職稱]

人力資源部

公司/ 機構名稱

……..

注:

1. 如曾任職於多個公司，每個公司的工作證明可按照此範本分開提供。
2. 在職或工作證明提供日期需於提交申請時的半年內。