**准假证明**

**Proved Leave of Absence**

 日期/Date: June 28, 2015

兹证明我校机械工程学院教授/副教授/讲师/职工XXX，男/女，1965年9月5日生，身份证号：XXX。学校同意该同志暑假期间赴美国旅游，时间从2015年8月1日至2015年8月15日,期间学校保留其公职，并在该同志按时回校后继续聘任。

To whom it may concern:

Mr/Ms. XXX, male/female, born on September 5, 1965, ID No. XXX, a (an) professor/associate professor/lecturer/ employee of the College of Mechanical Engineering of Chongqing University. We agree him/her to go to the United States for travelling during the summer vacation from August 1, 2015 to August 15, 2015. Chongqing University will retain his/her employment position during the period and continue to employ him/her when he/she returns on time.

重庆大学人事处

Personnel Department of Chongqing University