樣本 SAMPLE

Annex 4

**Annex 4**

**在職培訓證書**

**Testimonial of On-the-Job Training**

 茲證明

# This is to certify

 CHAN TAI MAN

於本公司**╱**機構獲聘為

was employed as

 Information Technology Assistant

 並於下列期間接受在職培訓

 to undergo on-the-job training for the period of

 From 1 April 2017 to 31 March 2018

獲得以下技能**╱**資歷：

upon satisfactory completion of the on-the-job training, he/ she has acquired the following vocational skill(s)/ qualification(s):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 技能**╱**資歷Skill(s)/ Qualification(s) | 初級Elementary | 中級Intermediate | 高級Advance | 其他 (請列明)Others (Please specify) |
| Webpage Design and Production | ❑ | 🗹 | ❑ |  |
| Computer Programming | ❑ | ❑ | 🗹 |  |
|  | ❑ | ❑ | ❑ |  |
|  | ❑ | ❑ | ❑ |  |

**其他評語(如有)**

Other Comments (if any): Diligent and studious. Have strong potential in computer programming

Reliable Company Ltd.

 31 March 2018 Reliable Company Limited

 日期 僱主 蓋印

 Date Employer Stamp