

EMPLOYMENT LETTER FORMAT FOR SCHENGEN VISA

The following should be included:

- Date of writing the letter – within 30 days – original (not he copy!)
- To German Consulate/Embassy or “To Whom It May Concern”
- Use the Letter Head of the company on top
- Full name of the applicant that matches the passport
- Employer full name and full address (with the zip code)
- Name of the supervisor, signature
- Contact information of the supervisor/ HR department
- Paragraph stating the employee's position/ company role
- Paragraph stating the start date of employment in this company (till present)
- Paragraph stating that the employee is approved to travel, and be on leave – specific dates of travel must be mentioned
- Paragraph stating the applicant’s wage per hour/annual income

The EMPLOYMENT CONTRACTS are not accepted, since they can be signed long time ago and do not reflect the CURRENT Employment Status of the Applicant