

# EMPLOYMENT LETTER FOR SCHENGEN VISA APPLICATION

To Whom It May Concern,

This letter is to confirm the employment of the individual named below at our company. The purpose of this letter is to support the application for a Schengen visa by providing official confirmation of employment and details regarding the nature of the employee's work and terms of employment.

## Employee Details:

Full Name: \_\_\_\_\_

Job Title / Position: \_\_\_\_\_

Employee ID / Number: \_\_\_\_\_

Department: \_\_\_\_\_

Work Location: \_\_\_\_\_

## Employment Details:

Employment Type (Full-time/Part-time/Contract): \_\_\_\_\_

Start Date of Employment: \_\_\_\_\_

Current Salary (GBP): \_\_\_\_\_ per annum

Working Hours (per week): \_\_\_\_\_

## Employer Details:

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

This letter confirms that the above-named employee is currently employed by the company under the terms described above. The employee's role is considered essential and their leave for the duration of their Schengen visa is authorized. The employee is expected to return to their duties following the visit. This document is issued upon the employee's request for the sole purpose of supporting their visa application to the Schengen Area. All information provided is accurate and truthful to the best of the undersigned's knowledge. Please do not hesitate to contact us should you require any further information or clarification.

## Authorized Signatory:

\_\_\_\_\_  
Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Stamp (if applicable): \_\_\_\_\_

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