

To,

Consulate of Slovakia

between 2nd &, A & R Building 213, Rizal
Avenue Extension, 3rd Ave, Caloocan,
1400 Metro Manila, Philippines

Mar 20, 2023

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Subject: Approval of my Work Visa with Slovakian Consulate

Dear Sir/Madam,

I would like to visit Slovakia for employment between Nov 4, 2023 and Jun 28, 2024 .

Travel Purpose: To work

As Philippines citizen, I need to get a Work Visa for the same. This would explain the details of my trip and make a case for the issuance of my visa.

I am currently working at Petron corporation as Financial Officer I am the bearer of the expense of this trip

I am following the requirements as mentioned on the Slovakian consulate website.

Please find enclosed the following documents to support my Work Visa application :

- **My employment contract from the company in your country**
- **Proof of Invitation from my host**
- **Two application forms as mentioned in the requirements**
- **Flight itinerary from an agent. The itinerary will be ticketed once visa is approved.**
- **Hotel bookings made for this trip.**
- **My latest ITR which have been filed till date**

- Travel Insurance for the duration of my stay as per visa specifications mentioned on the consulate site
- Rental Agreement for the duration of my stay.
- Proof of my leave approval from my employer
- Original and copy of my passport with minimum 6 months validity
- Photos as per visa specification
- Duly filled visa application form
- Attested bank statement of last 6 months
- Fully paid round trip flight ticket
- Proof of visa fee paid.
- Bank statement from my sponsorer for this trip.
- My employment contract

I trust you will find that everything is in order. If you need to contact me for further clarification or additional details on my application my details are below.

I look forward to hearing from you.

Sincerely,

_____ Date: Mar 20, 2023

(Christian)

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