**Introductory e-mail**

**Employment – EÚ – employment + family**

Dear XXXX,

let me kindly contact you based on communication with XXXX, as we are supposed to take care of your relocation to Slovakia. To be able to start with the preparation of all the neded documents, please, be so kind and send us the filled questionnaire which is attached, as well as a scan of your passport or ID.

Once we know your address of staying we can book the appointment at the Foreign police.

I would like to ask you, if you as well as your spouse and children have an EU health insurance?

Also for your spouse we will need an original of appostiled marriage certificate for your wife and for your child there is needed the appostiled birth certificate, both of them we will send for the official translation which will be bouned with the originals documents. These documents we will leave at the Foreign Police. Regarding this, please let us know, if we shall make a notary copy of them, so you can keep the original.

If you would have any questions, please let us know

Thanks a lot for your reply and have a nice day!