To,

The Visa Officer,

Consulate General of the Federal Republic of Germany,

Chennai,

India

CITY IN INDIA, Day.Month.Year

**Personal Covering Letter of FULL NAME OF ASSOCIATE**

**Long Term Employment Visa for Germany**

Dear Sir or Madam:

I, **FULL NAME OF ASSOCIATE AS PER PASSPORT,** geboren am **DATE OF BIRTH,** Passnummer **PASSPORT NUMBER**, Nationalität NATIONALITY, am herewith applying for a Long Term Employment Visa for Germany.

I am in the possession of a pre-approved work authorization granted by the labor office in Frankfurt, Germany. I am attaching the same for your reference to my Employment Visa Application. I will be seconded to Germany for the duration of ENTER DURATION IN MONTH AS PER SECONDMENT AGREEMENT with a possibility for extension.

During my work assignment in Germany, I will be employed as ENTER DESIGNATION. During this time I will be paid my salary of ENTER MONTHLY SALARY per month by Cognizant Technology Solutions GmbH and I will be health insurance according to the health insurance requirements in Germany.

I strongly intend to reside in INTEDED PLACE OF RESIDENCE upon my arrival in Germany.

Cognizant is a leading provider of information technology, consulting, and business process outsourcing services, dedicated to helping the world's leading companies build stronger businesses. In support of our business operations in Germany, I will perform project work at our client CLIENT NAME AND ADRESS WHERE THE ASSOCIATE IS ON PROJECT while remaining an employee of ENTER EMPLOYING ENTITY IN INDIA, seconded to Cognizant Technology Solutions GmbH, Speicherstr. 57 – 59, 60327 Frankfurt am Main for the limited duration mentioned above. After my assignment in Germany, I intend to return back to India.

I thank you sincerely for paying attention to my employment visa application at the earliest.

Should you have any additional questions or concerns, please feel free to reach out to Ms. Sabrina Bruno, Immigration Executive at Cognizant Technology Solutions GmbH. Ms. Bruno can be reached at Phone: +49 (0)69 27 22 69 500 or [sabrina.bruno@cognizant.com](mailto:sabrina.bruno@cognizant.com).

With kind regards,

SIGNATURE

Associate

Cognizant Technology Solutions

Location details.