*[Your Name and Address]*

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*[Address of the Relevant Embassy]*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[DATE]*

**Re: Application for short-stay interview visa**

**Application no.: XXXXX** *[insert the AVATS application number]*

**Passport no.: XXXXXX**

Dear Sir/Madam,

My name is XXX *[your name],* I am a national of XXX *[your country of citizenship]* and I would like to submit an application for a short stay C-visa for the purposes of an interview.

I am scheduled to have an interview with XXX *[name of employer]* at XXX *[address of employer]* for the role of XXX *[list the title of the position]*. The interview is due to take place on XXX *[insert proposed date of interview or a range of dates]*. It is submitted that the position I am interviewing for is listed on the Highly Skilled Eligible Occupations list under category XXX *[list the category] NOTE: if you are not eligible for a Critical Skills Permit, please leave the previous sentence out.* If successful at interview stage, I will be eligible to apply for a XXX *[list the type of employment permit].*

*[If you are* ***not*** *comfortable with providing a letter from your current employer, please insert the following paragraph]*

I am currently employed at XXX *[list current employer]* as a XXX *[title of your current position]*. I have not informed my current employer of my application for employment in Ireland due to the uncertainty of the position at this stage of the application. As a result, I am not able to provide a letter confirming my current employment with XXX *[current employer]*. In lieu of said letter, please find enclosed a copy of my current contract as evidence of my employment in XXX *[country of residence].*

I confirm that I will obey the conditions of my visa in full, I will not rely on public services or become a burden on the State, and I will leave Ireland before my immigration permission expires.

The expenses for my trip and accommodation *[include the name of hotel if you know it]* will be covered by XXX *[you or company you are interviewing with] Note: if you are paying for the trip yourself, please provide your financial details*

|  |  |
| --- | --- |
| Host Contact Details | Applicant Details |
| Name of Contact [Usually HR]  Title  Name of Company  Address  Phone number  Email address | Your Name as it appears in passport  Your address  Passport No:  Issue Date:  Expiry Date: |

Thank you in advance for your time and kind consideration. Please acknowledge receipt of same. Should you require any additional information or documentation please do not hesitate to contact me.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

XXX *[your name]*

*[your phone number]*

*[your email]*

**SCROLL FOR A SAMPLE LETTER BELOW**

John Doe

123 Main St

Markovia

Embassy of Ireland, Visa Office

123 Example St

Markovia

01/01/2019

**Re: Application for short-stay interview visa**

**Application no.: 38975242**

**Passport no.: 123456**

Dear Sir/Madam,

My name is John Doe, I am a national of Markovia and I would like to submit an application for a short stay C-visa for the purposes of an interview.

I am scheduled to have an interview with Pineapple Inc at 123 Fruit St, Cork, Ireland for the role of Project Developer. The interview is due to take place between 15th January- 17th January 2019. It is submitted that the position I am interviewing for is listed on the Highly Skilled Eligible Occupations list under category 113/213 ICT Professionals*.* If successful at interview stage, I will be eligible to apply for a Critical Skills Employment Permit.

I am currently employed at Pear Technologiesas a Lead Developer. I have not informed my current employer of my application for employment in Ireland due to the uncertainty of the position at this stage of the application. As a result, I am not able to provide a letter confirming my current employment with Pear Technologies. In lieu of said letter, please find enclosed a copy of my current contract as evidence of my employment in Markovia.

I confirm that I will obey the conditions of my visa in full, I will not rely on public services or become a burden on the State, and I will leave Ireland before my immigration permission expires.

The expenses for my trip and accommodation at Marriott Hotel Cork will be covered by Pineapple Inc.

|  |  |
| --- | --- |
| Host Contact Details | Applicant Details |
| Susan Exampleton  Regional Talent Acquisition Manager  Pineapple Inc  123 Fruit St, Cork, Ireland  353 12 34 567  exampleton@pineapple.com | John Doe  123 Main St, Markovia  Passport No: 123456  Issue Date: 01/01/2019  Expiry Date:01/01/2029 |

Thank you in advance for your time and kind consideration. Please acknowledge receipt of same. Should you require any additional information or documentation please do not hesitate to contact me.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John Doe

789 12 34 5678

jd@email.com