

Employment Verification Letter

Date: [Insert Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] is employed with [Company Name] as a [Job Title]. [Employee's Name] has been with our organization since [Start Date] and is currently working [Full-Time/Part-Time] at [Employee's Work Location].

As an employee, [he/she/they] performs [brief description of job responsibilities]. [Employee's Name] receives an annual salary of [Salary Amount] and has consistently displayed a strong work ethic and dedication to [his/her/their] role.

This verification is provided upon request for the purpose of applying for a scholarship. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]