

Employment Confirmation Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] is currently employed with [Company Name] as a [Job Title]. [He/She/They] has been part of our team since [Start Date].

[Employee's Name] works [Full-time/Part-time], and [his/her/their] responsibilities include [briefly outline key responsibilities].

This employment is confirmed to assist [Employee's Name] with [his/her/their] scholarship application process. If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]