

# Employment Verification Letter

Date: [Date]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] is currently employed at [Company Name] as a [Job Title]. [He/She/They] has been employed with us since [Start Date] and works [full-time/part-time] with an average workweek of [Number of Hours].

[Employee's Name] is an integral part of our team and has demonstrated [his/her/their] commitment and professionalism in the workplace.

This verification is provided upon [Employee's Name]'s request for the purpose of applying for a scholarship. If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]