

[Your Name]
[Your Job Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Scholarship Committee's Name]
[Scholarship Organization's Name]
[Organization Address]
[City, State, Zip Code]

Dear [Scholarship Committee's Name],

I am writing to verify the employment of [Employee's Name] at [Company Name]. [He/She/They] has been employed with us since [Start Date] and currently holds the position of [Employee's Job Title].

[Employee's Name] works [Number of Hours] hours per week and [his/her/their] responsibilities include [Brief Description of Job Responsibilities].

If you require any additional information, please feel free to contact me directly.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company Name]