SAMPLE SCHEDULE A LETTER

VA Division of Vocational Rehabilitation (Example)  
(Printed on Letterhead)

Today’s Date

To Whom It May Concern:

This letter serves as certification that NAME is an individual with a documented disability, identified by the VA Department of Rehabilitative policy and can be considered for employment under the Schedule A hiring authority 5 CFR 213.3102 (u).

Also has certification of job readiness in the area of (Occupation) and is likely to succeed in performing the duties of the position for which he is seeking.

Thank you for your interest in considering NAME for employment.

You may contact me at (703) 555-5555.

Sincerely,

John Smith

John Smith  
Vocational Rehabilitation Counselor