

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