

**[Date]**

**To:** [Investigative Agency Name]

**Attention:** Security Clearance Background Investigator

**Subject: Employment Verification for [Employee Full Name]**

To whom it may concern,

This letter is to formally verify the employment history of **[Employee Full Name]** with **[Company/Organization Name]** for the purpose of a Federal Security Clearance investigation.

**Employment Details:**

- **Full Name:** [Employee Full Name]
- **Social Security Number (Last 4 digits):** [XXX-XX-0000]
- **Current Status:** [Active / Terminated / Resigned]
- **Employment Period:** [Start Date] to [End Date/Present]
- **Job Title:** [Current or Final Position Title]
- **Work Location:** [Street Address, City, State, Zip Code]

**Additional Information:**

[Employee Name] is currently in good standing. During their tenure, they [have/have not] been subject to disciplinary actions that would impact their suitability for a position of public trust or national security access.

If you require further documentation, payroll records, or a detailed performance history, please contact our Human Resources department directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

**[Printed Name]**

[Title/Position]

[Company Name]