

[Company Letterhead]

[Date]

To: [Requesting Agency Name / Facility Security Officer]
[Agency Address]
[City, State, Zip Code]

Subject: Employment Verification for [Employee Full Name]

Dear Sir/Madam,

This letter is to formally verify the employment of [Employee Full Name] with [Company Name] for the purpose of a security clearance background investigation.

Employee Details:

Full Name: [Employee Full Name]
Social Security Number: [XXX-XX-XXXX]
Date of Birth: [MM/DD/YYYY]

Employment History:

Current Status: [Active / Terminated / Resigned]
Position/Title: [Job Title]
Employment Start Date: [MM/DD/YYYY]
Employment End Date: [MM/DD/YYYY or Present]
Work Location: [City, State, Country]

Security-Related Information (if applicable):

Current Clearance Level Held: [Level, e.g., Secret/Top Secret]
Date Clearance Granted: [MM/DD/YYYY]
Access Requirements: [Briefly state if employee requires access to classified information]

To the best of our records and knowledge, the employee's conduct during their tenure has been [satisfactory/exemplary]. There [are / are no] derogatory incidents or security violations on record for this individual.

Should you require any further information or specific documentation regarding this individual's employment, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]
[Title, e.g., HR Director / Facility Security Officer]
[Company Name]