

[Company Letterhead]

[Current Date]

To: [Requesting Agency Name]
Attn: Personnel Security Division / Investigative Services
[Agency Address]
[City, State, Zip Code]

Subject: Employment and Security Clearance Verification

To Whom It May Concern,

This letter is to formally verify the employment and security clearance status of the following individual:

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

Employment Status:

The above-named individual is currently employed by [Company Name] as a [Job Title]. Their employment began on [Start Date] and their current status is [Full-Time/Part-Time/Contract].

Security Clearance Information:

According to our records and the Defense Information System for Security (DISS), the employee holds the following security clearance:

- **Clearance Level:** Secret
- **Investigation Type:** [e.g., T3 or NACLC]
- **Investigation Close Date:** [Date]
- **Granting Agency:** [e.g., Department of Defense]
- **Status:** Active

If you require any further information or additional documentation regarding this request, please contact the Facility Security Officer (FSO) at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Title, e.g., Facility Security Officer]
[Company Name]
[CAGE Code, if applicable]