

DATE: [Current Date]

TO: [Requesting Agency/Organization Name]

ATTN: Security Office / Human Resources

SUBJECT: EMPLOYMENT AND SECURITY CLEARANCE VERIFICATION

This letter serves to officially verify the employment and security clearance status of the following individual:

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

Security Clearance Information:

- **Clearance Level:** Top Secret
- **Adjudication Date:** [Date]
- **Investigation Type:** [e.g., T5 / SSBI]
- **Investigation Close Date:** [Date]
- **Granting Agency:** [e.g., DoD / DoE / IC]
- **SCI Eligibility:** [Yes/No/N/A]

The individual listed above is a current employee in good standing. Their clearance is currently active and recorded in the [e.g., DISS / Scattered Castles] system of record.

If you require further information or have specific questions regarding this verification, please contact the undersigned at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of HR/Security Officer]

[Title]

[Organization Name]

[Facility Security Officer (FSO) Number, if applicable]