

[Date]

To: Department of Defense
Consolidated Adjudications Facility (DoD CAF)

Subject: Employment Verification and Sponsorship for Security Clearance

To Whom It May Concern:

This letter is to formally verify the employment of [Employee Full Name] with [Company Name].

Employee Details:

Full Name: [Employee Full Name]
Social Security Number: [Last 4 Digits or Full SSN as required]
Date of Birth: [MM/DD/YYYY]
Position Title: [Job Title]

Employment Information:

Employment Status: [Full-Time / Part-Time / Contract]
Start Date: [Date]
Work Location: [Address or Facility Name]

[Employee Full Name] requires a [Type of Clearance, e.g., Secret / Top Secret] security clearance to perform the duties associated with their position under Contract Number [Insert Contract Number]. Their responsibilities will include [briefly mention duties requiring access, e.g., accessing classified systems or attending classified briefings].

Our records indicate that [Employee Full Name] is a United States citizen and meets the initial internal requirements for a position of trust. [Company Name] is prepared to sponsor and support the background investigation process for this individual.

If you require any further information or documentation regarding this request, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]
[Title, e.g., Facility Security Officer (FSO)]
[Company Name]
[Company CAGE Code]