

[Company Letterhead]
[Date]

To: [Agency Name / Background Investigation Office]
Subject: Employment Verification for Security Clearance Renewal

To Whom It May Concern,

This letter is to formally verify the employment of [Employee Full Name] with [Company Name] for the purpose of their security clearance renewal (Case/ID: [Reference Number, if applicable]).

Employment Details:

Full Name: [Employee Full Name]
Social Security Number: [XXX-XX-XXXX]
Current Job Title: [Job Title]
Employment Status: [Full-time / Part-time]
Date of Hire: [Month Day, Year]
Work Location: [Office City, State]

As of the date of this letter, [Employee Full Name] is an employee in good standing. Their position requires access to classified information and involves duties that necessitate the maintenance of a [Level of Clearance, e.g., Secret/Top Secret] security clearance.

Please contact our Human Resources department at [Phone Number] or [Email Address] if you require further documentation or additional information regarding this request.

Sincerely,

[Signature]
[Printed Name]
[Title]
[Company Name]