

[Company Letterhead/Logo]

[Date]

[Facility Security Officer Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Verification of Employment and Interim Security Clearance Status

To Whom It May Concern,

This letter is to certify that **[Employee Full Name]** is currently employed with **[Company Name]** in the position of **[Job Title]**. Their employment commenced on **[Start Date]**.

We officially confirm that the aforementioned employee has been granted an **Interim [Insert Level: e.g., Secret / Top Secret]** Security Clearance by the [Relevant Government Agency, e.g., Defense Counterintelligence and Security Agency (DCSA)].

The details of the interim clearance are as follows:

- **Clearance Level:** Interim [Level]
- **Date Granted:** [Date]
- **Case Number/ID (If applicable):** [Number]

This interim clearance authorizes the employee to access classified information at the specified level on a "need-to-know" basis while the final background investigation is pending completion. This verification is provided for the purpose of [Reason for Letter, e.g., site access, contract requirements, or system login].

If you require any further information or verification regarding this clearance status, please contact the Facility Security Office at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., Facility Security Officer]

[Company Name]