

[Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Subject: Verification of Security Clearance for [Former Employee Full Name]

To Whom It May Concern,

This letter is to verify the security clearance status held by [Former Employee Full Name] during their employment with [Former Company Name].

The individual's details are as follows:

- **Full Name:** [Former Employee Full Name]
- **Social Security Number (Last 4 digits):** [XXX-XX-0000]
- **Date of Birth:** [Month Day, Year]
- **Dates of Employment:** [Start Date] to [End Date]

While employed with our organization, the individual held the following clearance:

- **Clearance Level:** [e.g., Secret / Top Secret]
- **Adjudication Date:** [Date]
- **Granting Agency:** [e.g., Department of Defense]
- **Investigation Type:** [e.g., T3, T5, SSBI]
- **Date Clearance Debriefed/Archived:** [Date]

At the time of their departure, the individual's clearance was in good standing and there were no known derogatory incidents reported. Access to classified information was terminated on [Date].

For further verification or to request a formal transfer of records via [DISS/NBIS/relevant system], please contact our Facility Security Officer (FSO) at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Typed Name]

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

[Company Name]