

[Date]

[Security Officer Name/Agency Name]

[Facility Security Office Address]

[City, State, Zip Code]

Subject: Employment Verification for Security Clearance Periodic Reinvestigation

To the Security Processing Center,

This letter is to formally confirm the employment of [Employee Full Name] with [Company Name] for the purpose of a Security Clearance Periodic Reinvestigation.

Our records confirm the following employment details:

- **Employee Name:** [Employee Full Name]
- **Current Job Title:** [Job Title]
- **Employment Start Date:** [Start Date]
- **Employment Status:** [Full-Time / Part-Time / Contract]
- **Work Location:** [Office Address or Remote Status]

The employee currently holds a [Type of Clearance, e.g., Secret/Top Secret] clearance and requires continued access to classified information to perform their assigned duties on [Contract Name/Number, if applicable].

Throughout their tenure, [Employee Name] has maintained a satisfactory performance record and has adhered to all internal security protocols. We are not aware of any information that would adversely reflect on the individual's loyalty, character, or trustworthiness.

If you require any additional information or have further questions regarding this reinvestigation, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., Facility Security Officer or HR Manager]

[Company Name]