

[Company Letterhead / Agency Logo]

[Date]

[Recipient Name/Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment and Security Clearance Verification

To Whom It May Concern,

This letter serves to formally verify the employment and security clearance status of the following individual:

- **Full Name:** [Employee Full Name]
- **Date of Birth:** [Employee Date of Birth]
- **Employee ID:** [Employee ID Number]

Employment Status:

[Employee Name] has been employed with [Security Agency Name] since [Start Date]. Their current position is [Job Title]. Their employment status is [Full-time/Part-time] and is currently in [Good Standing/Active].

Security Clearance Information:

We confirm that the individual holds an active security clearance as detailed below:

- **Clearance Level:** [e.g., Secret / Top Secret / TS-SCI]
- **Granting Agency:** [e.g., Department of Defense / Department of State]
- **Investigation Close Date:** [Date]
- **Periodic Reinvestigation Date:** [Date]

This information is provided for the purpose of [Reason for Verification, e.g., Site Access / Contract Compliance]. Please ensure this sensitive data is handled in accordance with privacy and security protocols.

If you require further information or need to verify the authenticity of this letter, please contact our Security Office at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Facility Security Officer or HR Manager]

[Title]

[Security Agency Name]