

Security Clearance Denial Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Organization/Department]

Subject: Security Clearance Denial Notification

Dear [Employee Name],

We regret to inform you that your application for security clearance has been denied. This decision is based on the assessment of the information gathered during the security clearance process.

While we understand this news may be disappointing, we encourage you to review the reasons for this decision as outlined in your security clearance report. If you believe there are grounds for reconsideration, you may submit an appeal in writing within [insert time frame, e.g., 30 days] of this notification.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]