

Security Clearance Eligibility Termination

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that your eligibility for security clearance has been formally terminated effective immediately. This decision has been made after careful consideration of the relevant circumstances surrounding your position.

Please be advised that the termination of your security clearance eligibility does not preclude you from your current employment; however, you may be restricted from accessing certain classified information or facilities that require security clearance.

Should you have any questions or wish to discuss this matter further, please feel free to contact our office at [Contact Information].

We appreciate your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]