

Security Clearance Revocation Notice

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Subject: Notice of Security Clearance Revocation

Dear [Employee's Name],

This letter is to formally inform you that your security clearance has been revoked, effective [Insert Effective Date]. This action has been taken based on [briefly state reasons for revocation, e.g., changes in employment status, security concerns, policy violations].

As a result of this revocation, you will no longer have access to classified information or any secure facilities associated with your former clearance level. Please return all security badges, access cards, and related materials to [Specify Department/Contact Person] by [Insert Deadline Date].

If you have any questions or believe this decision was made in error, you may contact [Insert Relevant Contact Information] for further clarification or appeal procedures.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Company/Organization Name]
[Contact Information]