

MEMORANDUM

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Security Clearance Status Change

Dear [Recipient Name],

This memorandum is to inform you of a change in the security clearance status of [Employee Name], effective [Effective Date]. The new clearance level is [New Clearance Level].

Details of the status change are as follows:

- **Previous Security Clearance Level:** [Previous Clearance Level]
- **New Security Clearance Level:** [New Clearance Level]
- **Reason for Change:** [Reason]

Please update your records accordingly and ensure that access to sensitive information is adjusted as necessary.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]