

# Notice of Security Clearance Suspension

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter is to notify you of the suspension of your security clearance effective immediately. This decision has been made due to [briefly state reason, e.g., ongoing investigation, policy violation, etc.].

You are required to cease all access to classified materials and secure areas until further notice. Please return any issued access cards and related materials to the Human Resources department.

We understand this may be concerning, and we assure you that this decision is temporary and will be reviewed in due course. You will receive further communication regarding the next steps in this process.

If you have any questions or require further clarification, please do not hesitate to reach out to [Contact Person's Name] at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]