

Security Clearance Approval

Date: [Insert Date]

[Employee Name]

[Employee Title]

[Department/Agency Name]

[Employee Address]

Dear [Employee Name],

We are pleased to inform you that your application for security clearance has been approved. This clearance is essential for your role within [Department/Agency Name] and allows you access to classified information as required.

Your clearance details are as follows:

- Clearance Level: [Insert Level]
- Effective Date: [Insert Date]
- Expiration Date: [Insert Date]

Please ensure you comply with all applicable policies and guidelines regarding the handling of classified information.

If you have any questions or require further assistance, please do not hesitate to reach out to the security office.

Congratulations on your approval.

Sincerely,

[Name]

[Title]

[Department/Agency Name]

[Contact Information]