

Access Clearance Verification

Date: [Insert Date]

To Whom It May Concern,

This letter serves to verify that [Employee Name], holding the position of [Job Title] at [Company Name], has been granted access clearance to confidential locations within our premises.

Access Clearance Level: [Specify Level]

Effective Date: [Start Date]

Expiration Date: [End Date]

Please address any inquiries regarding this access clearance to [Contact Name] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[Company Phone Number]