

Contractor Security Clearance Update

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of personnel changes that affect the security clearance status of our contractors. The following individuals have recently joined our team:

- Name: [New Contractor Name] - Position: [Job Title] - Clearance Level: [Clearance Level]
- Name: [New Contractor Name] - Position: [Job Title] - Clearance Level: [Clearance Level]

Additionally, please note the departure of the following personnel:

- Name: [Departing Contractor Name] - Position: [Job Title] - Clearance Level: [Clearance Level]
- Name: [Departing Contractor Name] - Position: [Job Title] - Clearance Level: [Clearance Level]

We kindly request that you update your records accordingly and inform us if any further information or actions are required on our part.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]