

[Company Letterhead/Logo]

[Date]

[Contractor Full Name]

[Contractor ID Number]

[Address]

[City, State, Zip Code]

Subject: Notification of Audit-Ready Compliance and Security Clearance Renewal

Dear [Contractor Name],

This formal notice serves to confirm the renewal of your engagement as a security-cleared contractor with [Company Name], effective [Renewal Start Date].

Pursuant to our internal audit protocols and regulatory compliance standards, we have successfully verified the following requirements for the upcoming contract period:

- **Security Clearance Status:** Verified and Active (Level: [Clearance Level])
- **Background Re-investigation:** Completed on [Date]
- **Compliance Training:** All mandatory security and ethics modules completed
- **Credential Validation:** Access cards and digital signatures updated

This renewal ensures that your status remains "Audit-Ready" in accordance with [Specify Regulation, e.g., NIST, ISO, or Government Agency] standards. You are authorized to continue your assigned duties under the existing terms and conditions of your contract, expiring on [New Expiration Date].

Please acknowledge receipt of this renewal by signing and returning a copy of this letter to the Compliance Department by [Due Date].

Sincerely,

[Signature]

[Name of Facility Security Officer/Compliance Manager]

[Title]

[Company Name]

Contractor Acknowledgment:

I hereby acknowledge the renewal of my security-cleared status and agree to maintain all compliance standards as outlined in the Security Operating Procedures.

Signature: _____ Date: _____